Citigroup® Global Transaction Services

Citibank® Commercial Cards, Government Services

Department of the Navy APC Conference

March 3 – 4, 2004 Atlanta, GA

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Citigroup® Global Transaction Services

Citibank® Commercial Cards, Government Services

Department of the Navy Purchase Card Program

Citibank® Custom Reporting System Overview

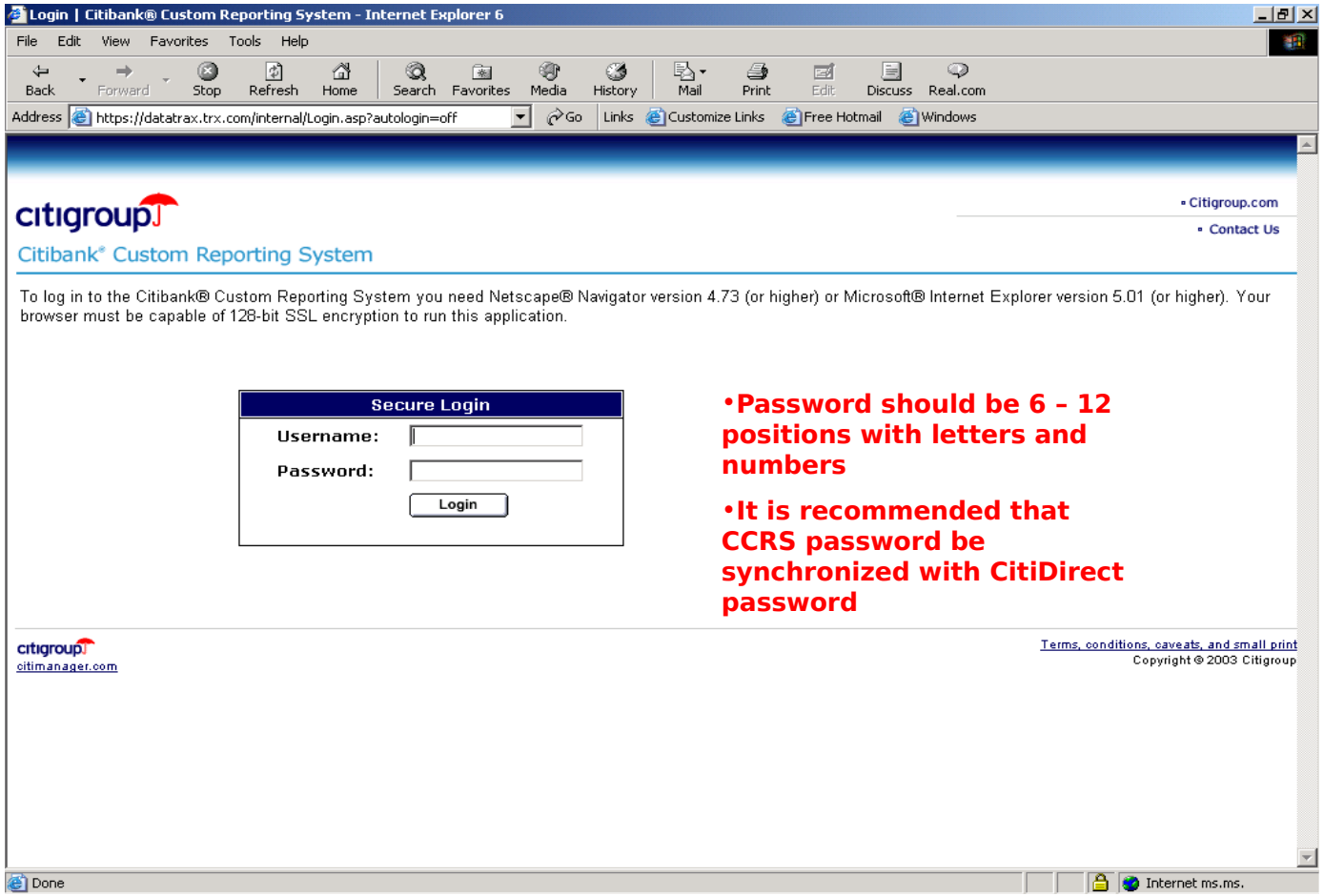
How can I get to CCRS?

Accessing CCRS

- **Request Login ID**
  - If you had access to the old adhoc through CitiDirect, you should be able to use your CitiDirect login ID to access CCRS
  - To request a new login ID for CCRS, your next level APC should contact your Citibank CAS and request your access
- **URL:**
  - http://www.customreporting.cards.citidirect.com
    - Bookmark
    - Single signon through CitiDirect

Login In

CCRS Login Screen


Login | Citibank® Custom Reporting System - Internet Explorer 6
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites Media History Mail Print Edit Discuss Real.com
Address https://datatrax.trx.com/internal/Login.asp?autologin=off
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Citibank® Custom Reporting System
To log in to the Citibank® Custom Reporting System you need Netscape® Navigator version 4.73 (or higher) or Microsoft® Internet Explorer version 5.01 (or higher). Your browser must be capable of 128-bit SSL encryption to run this application.
Secure Login
Username:
Password:
Login
•Password should be 6 – 12 positions with letters and numbers
•It is recommended that CCRS password be synchronized with CitiDirect password
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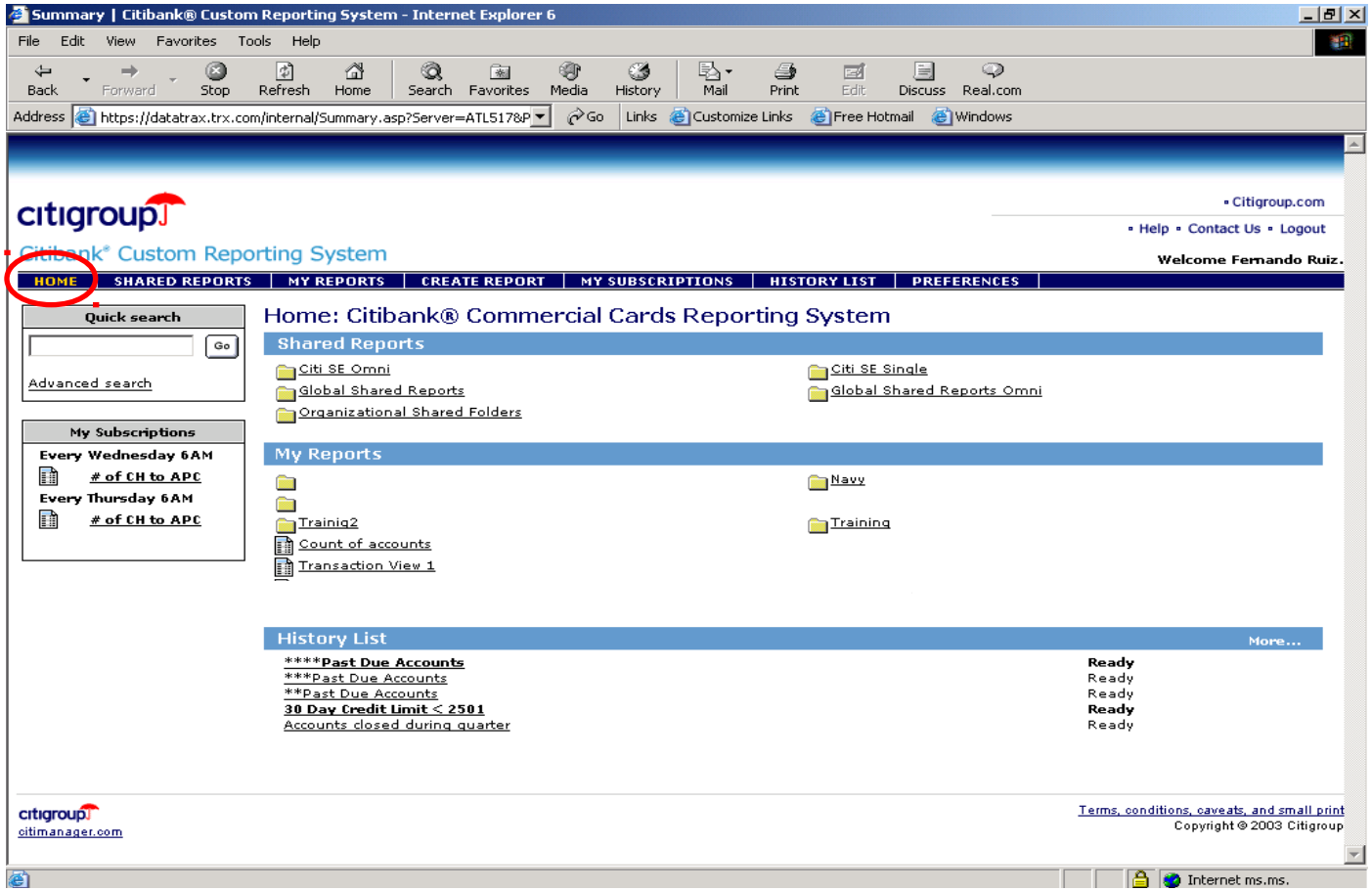
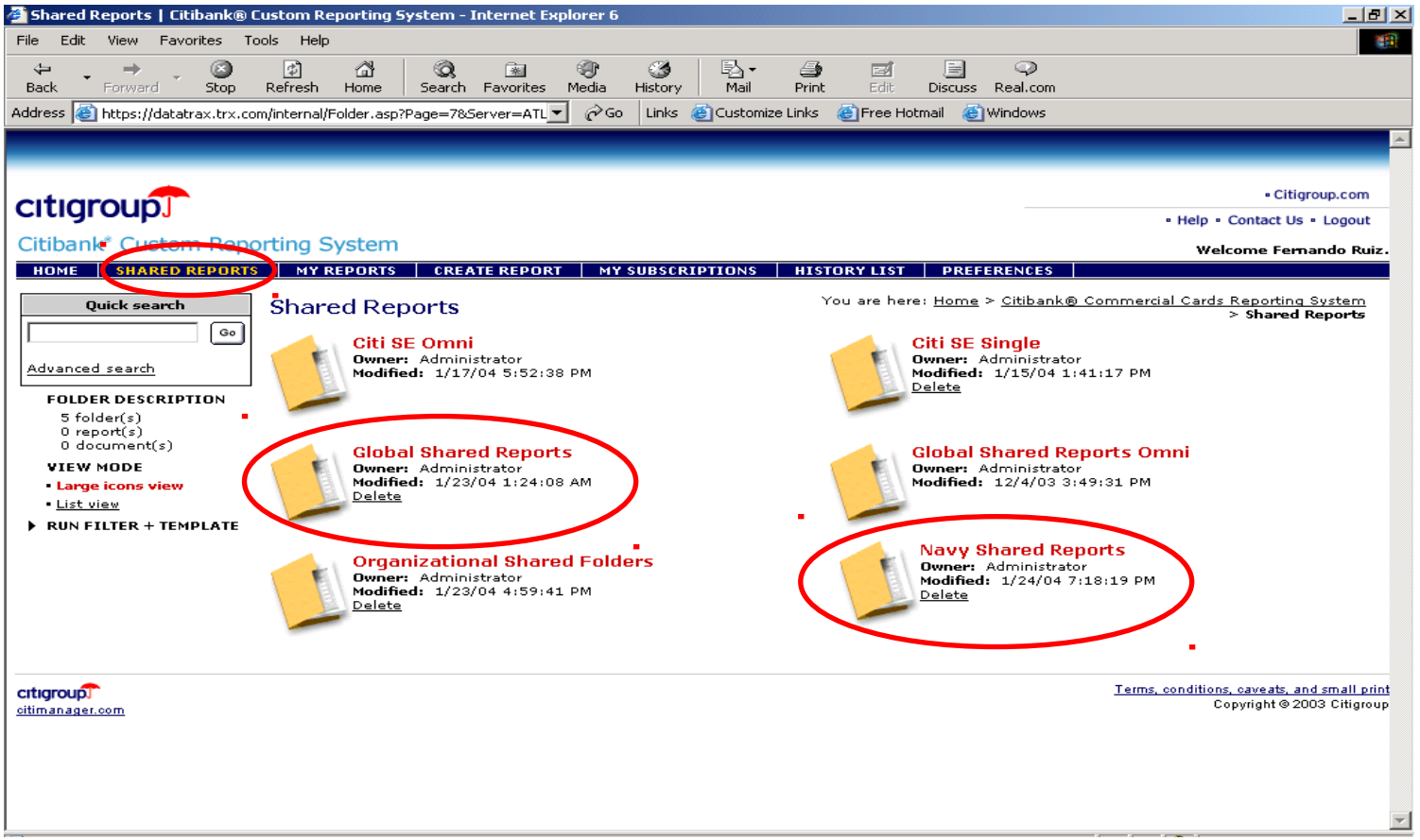
Main Menu Functions

Home Page



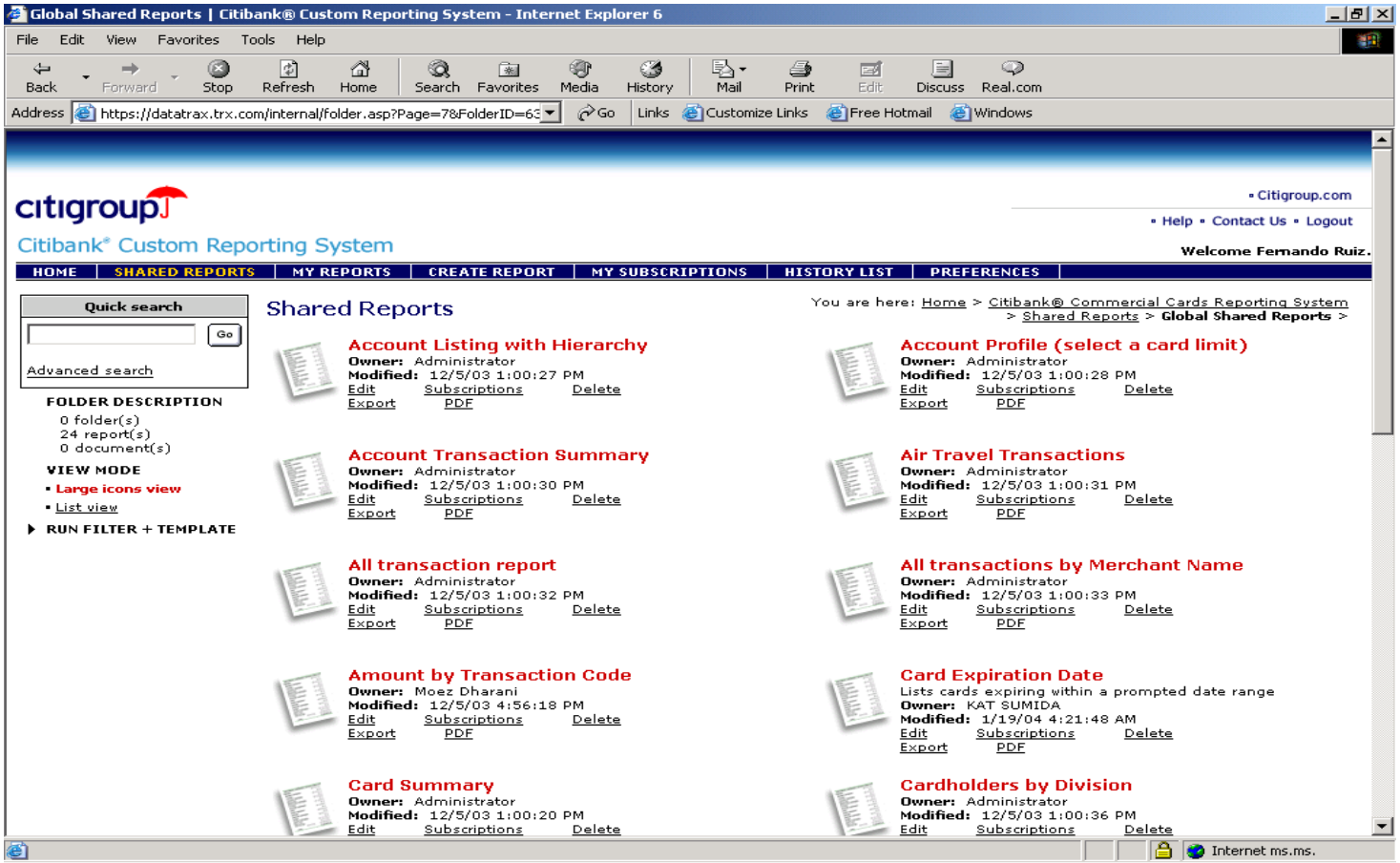
Main Menu Functions

Shared Reports



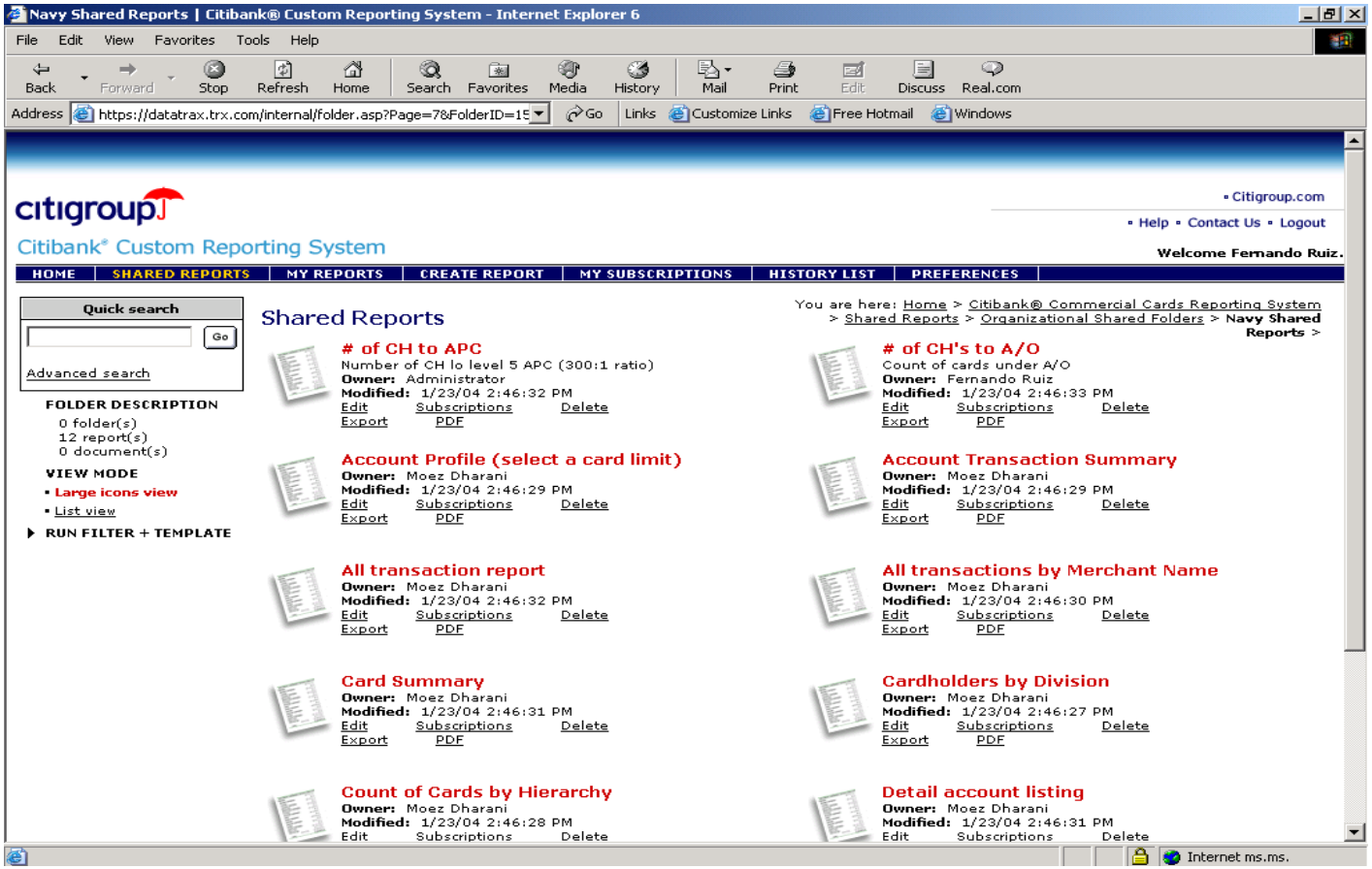
Main Menu Functions

Shared Reports - Global Shared Reports



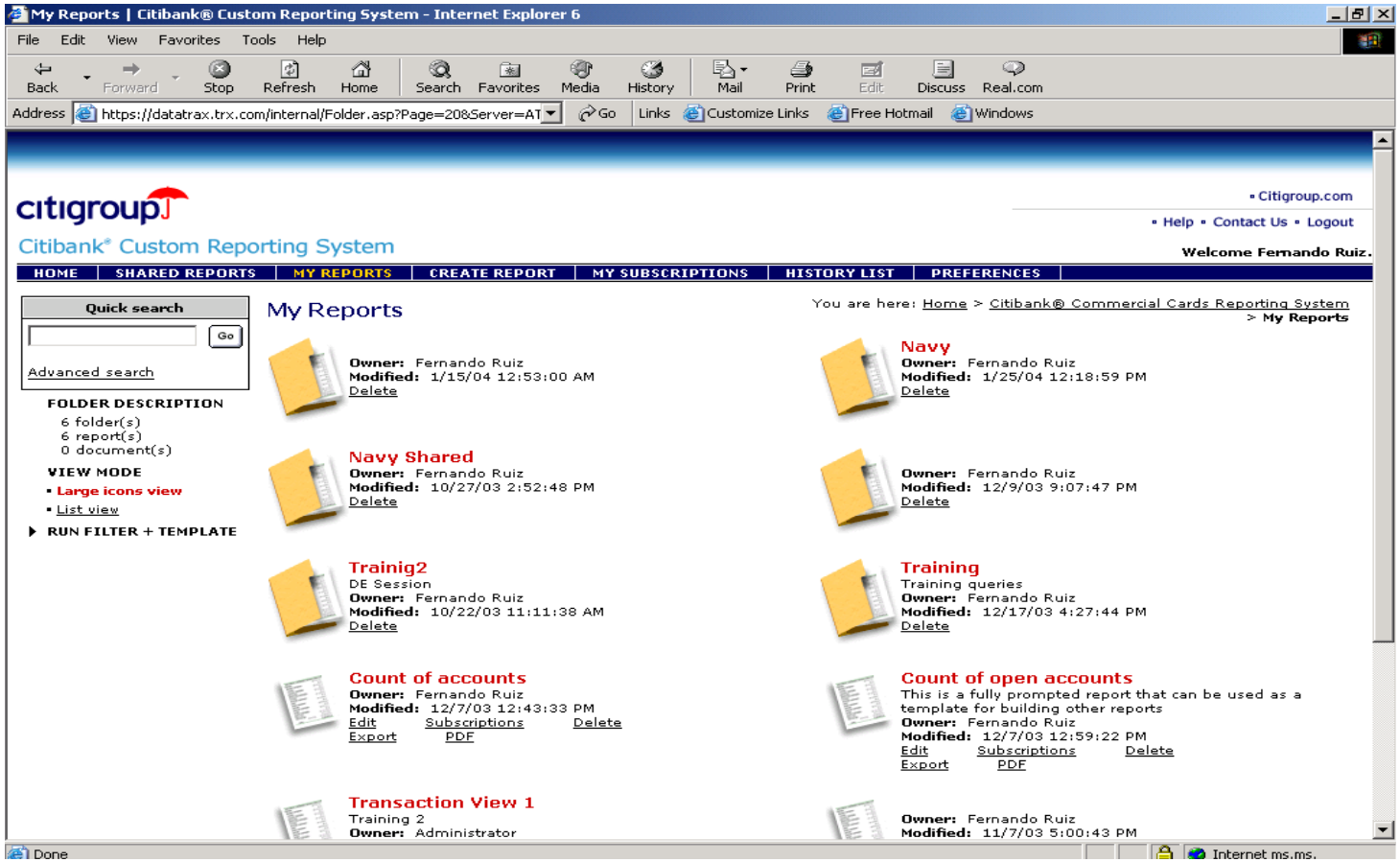
Main Menu Functions

Shared Reports - Navy Shared Reports



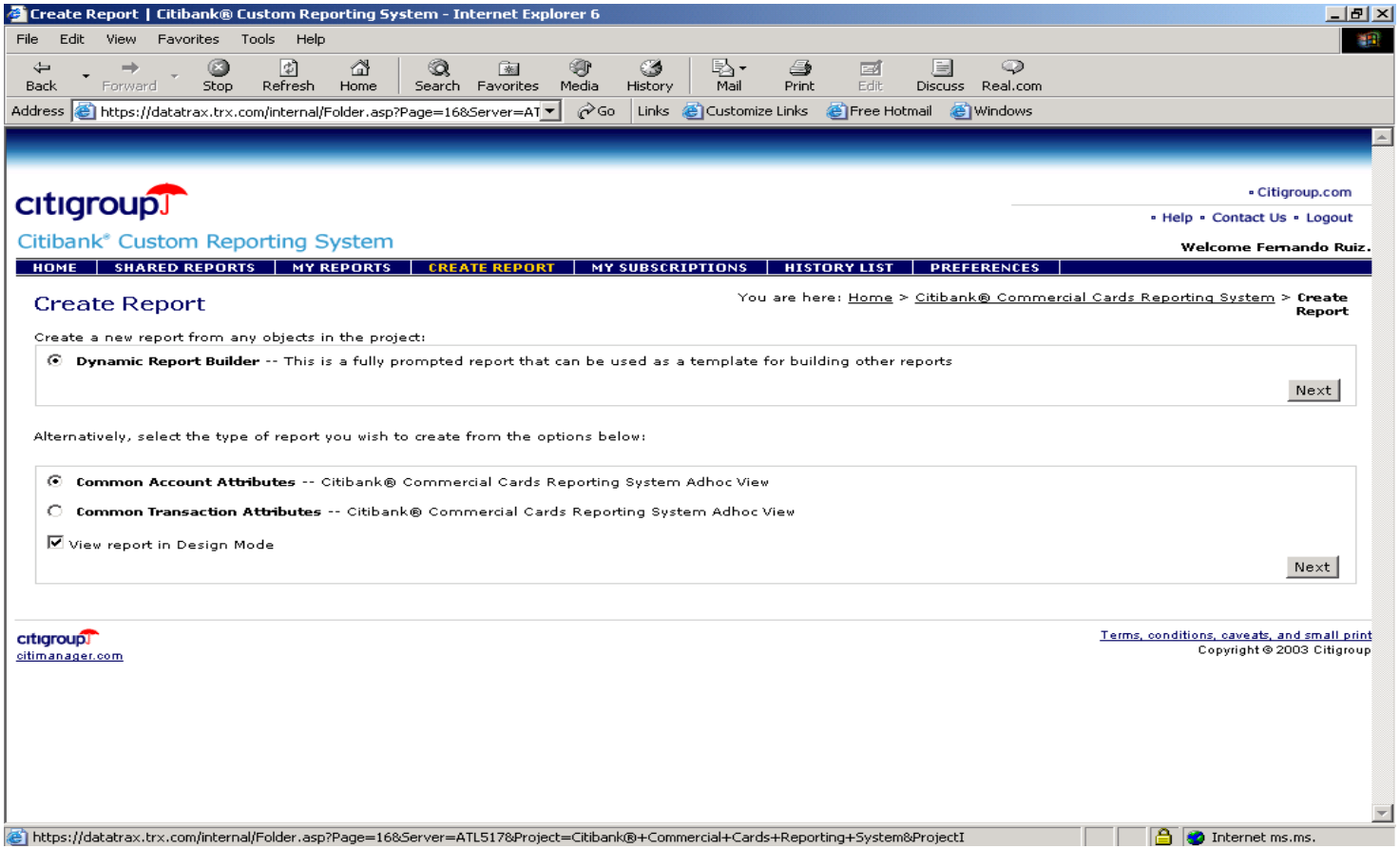
Main Menu Functions

My Reports



Main Menu Functions

Create Report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You are here: Home > Citibank® Commercial Cards Reporting System > Create Report
Create a new report from any objects in the project:
Dynamic Report Builder -- This is a fully prompted report that can be used as a template for building other reports
Next
Alternatively, select the type of report you wish to create from the options below:
Common Account Attributes -- Citibank® Commercial Cards Reporting System Adhoc View
Common Transaction Attributes -- Citibank® Commercial Cards Reporting System Adhoc View
View report in Design Mode
Next
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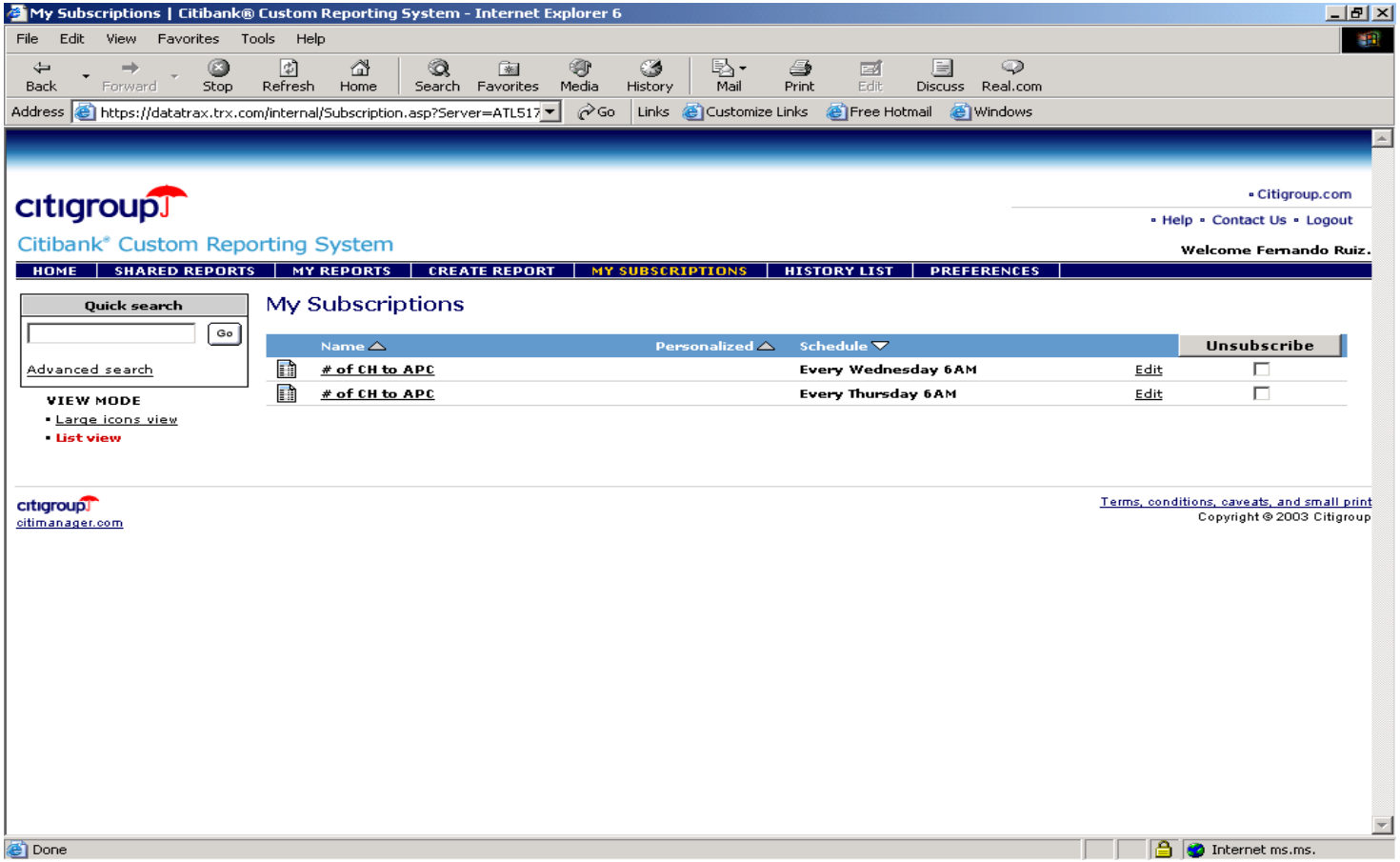
Main Menu Functions

My Subscriptions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# of CH to APC Every Thursday 6AM Edit
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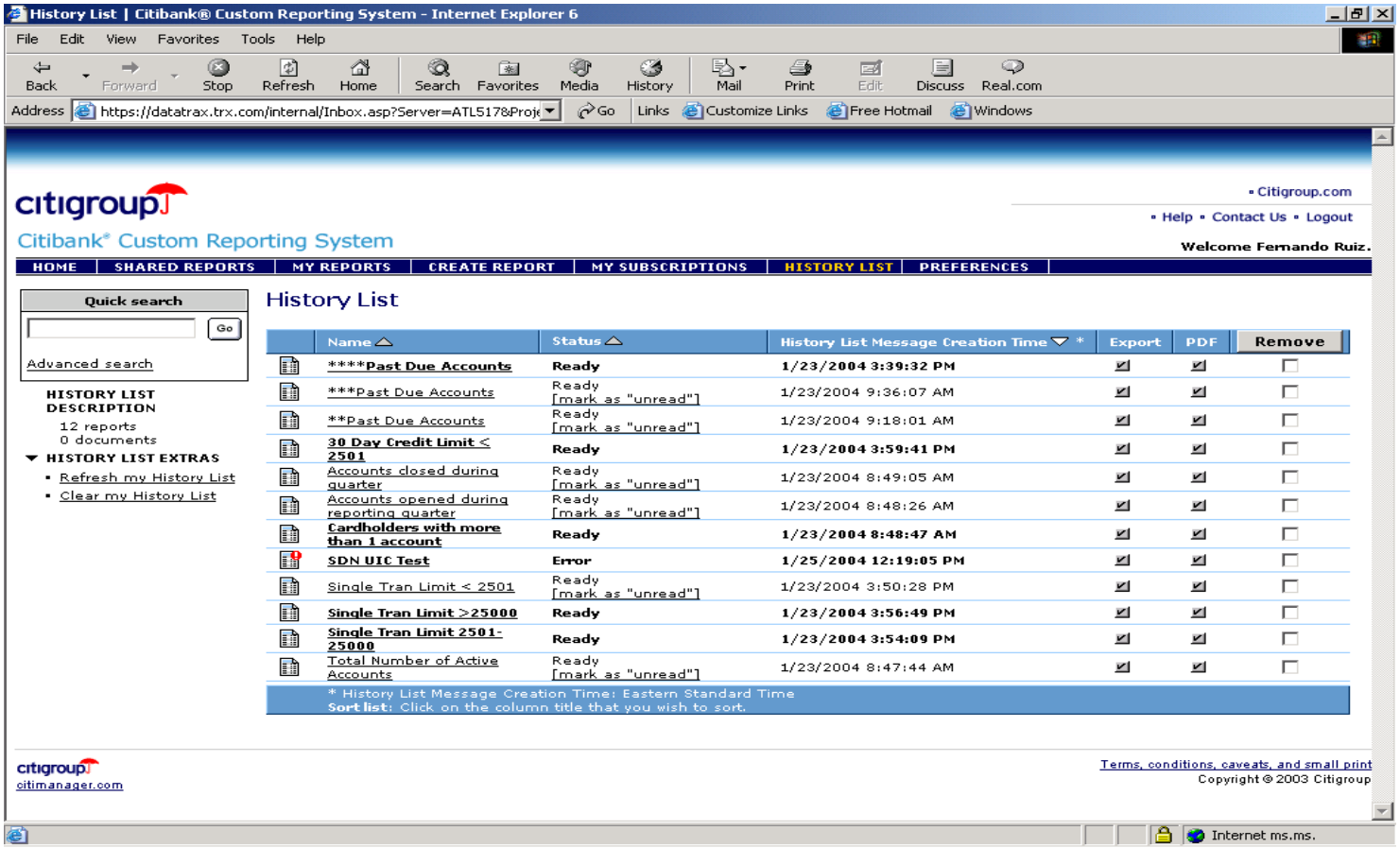
Main Menu Functions

History List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12 reports
0 documents
HISTORY LIST EXTRAS
Refresh my History List
Clear my History List
History List
Name
Status
History List Message Creation Time *
Export
PDF
Remove
****Past Due Accounts Ready 1/23/2004 3:39:32 PM
***Past Due Accounts Ready [mark as "unread"] 1/23/2004 9:36:07 AM
**Past Due Accounts Ready [mark as "unread"] 1/23/2004 9:18:01 AM
30 Day Credit Limit < 2501 Ready 1/23/2004 3:59:41 PM
Accounts closed during quarter Ready [mark as "unread"] 1/23/2004 8:49:05 AM
Accounts opened during reporting quarter Ready [mark as "unread"] 1/23/2004 8:48:26 AM
Cardholders with more than 1 account Ready 1/23/2004 8:48:47 AM
SDN UIC Test Error 1/25/2004 12:19:05 PM
Single Tran Limit < 2501 Ready [mark as "unread"] 1/23/2004 3:50:28 PM
Single Tran Limit >25000 Ready 1/23/2004 3:56:49 PM
Single Tran Limit 2501-25000 Ready 1/23/2004 3:54:09 PM
Total Number of Active Accounts Ready [mark as "unread"] 1/23/2004 8:47:44 AM
* History List Message Creation Time: Eastern Standard Time
Sort list: Click on the column title that you wish to sort.
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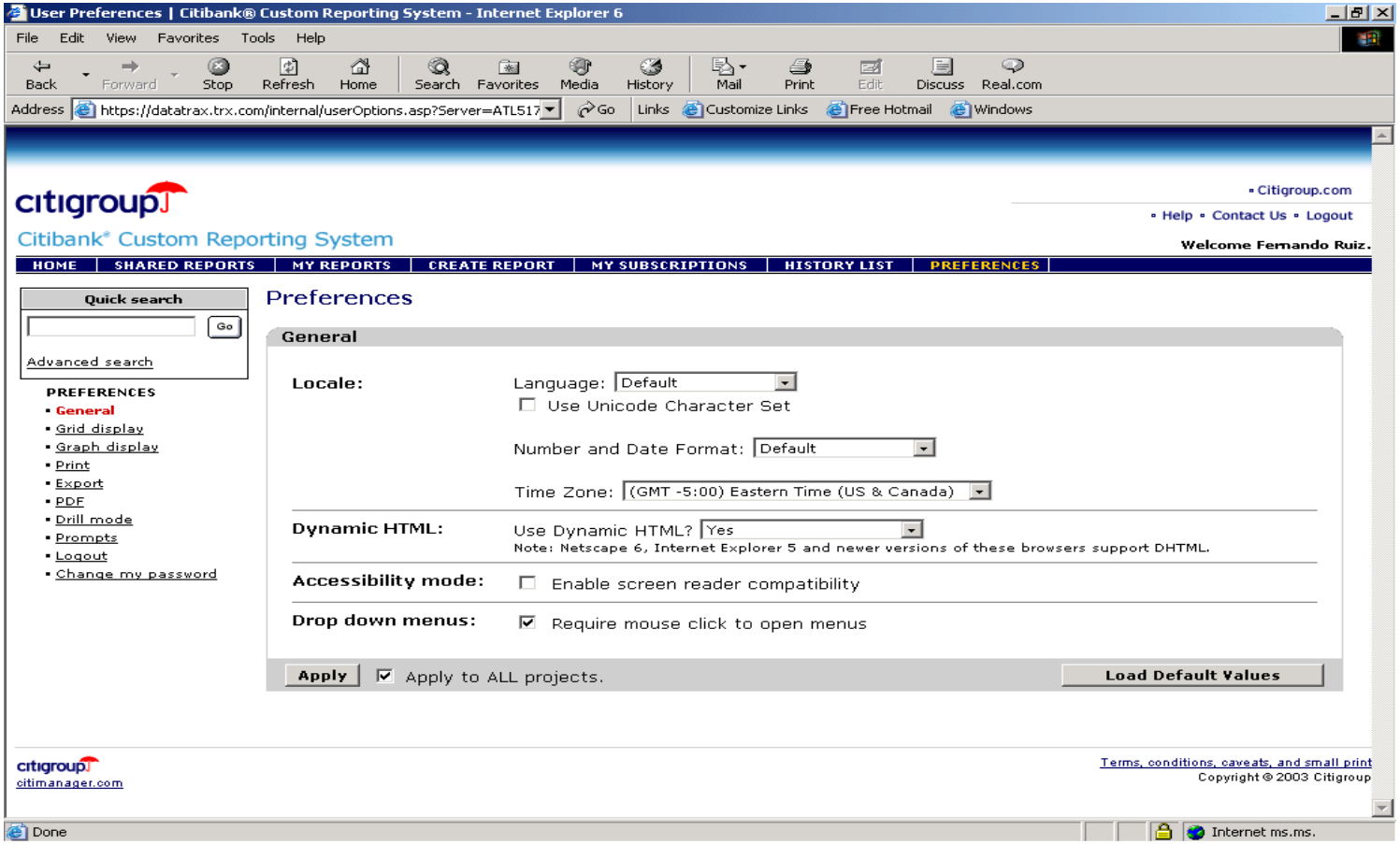
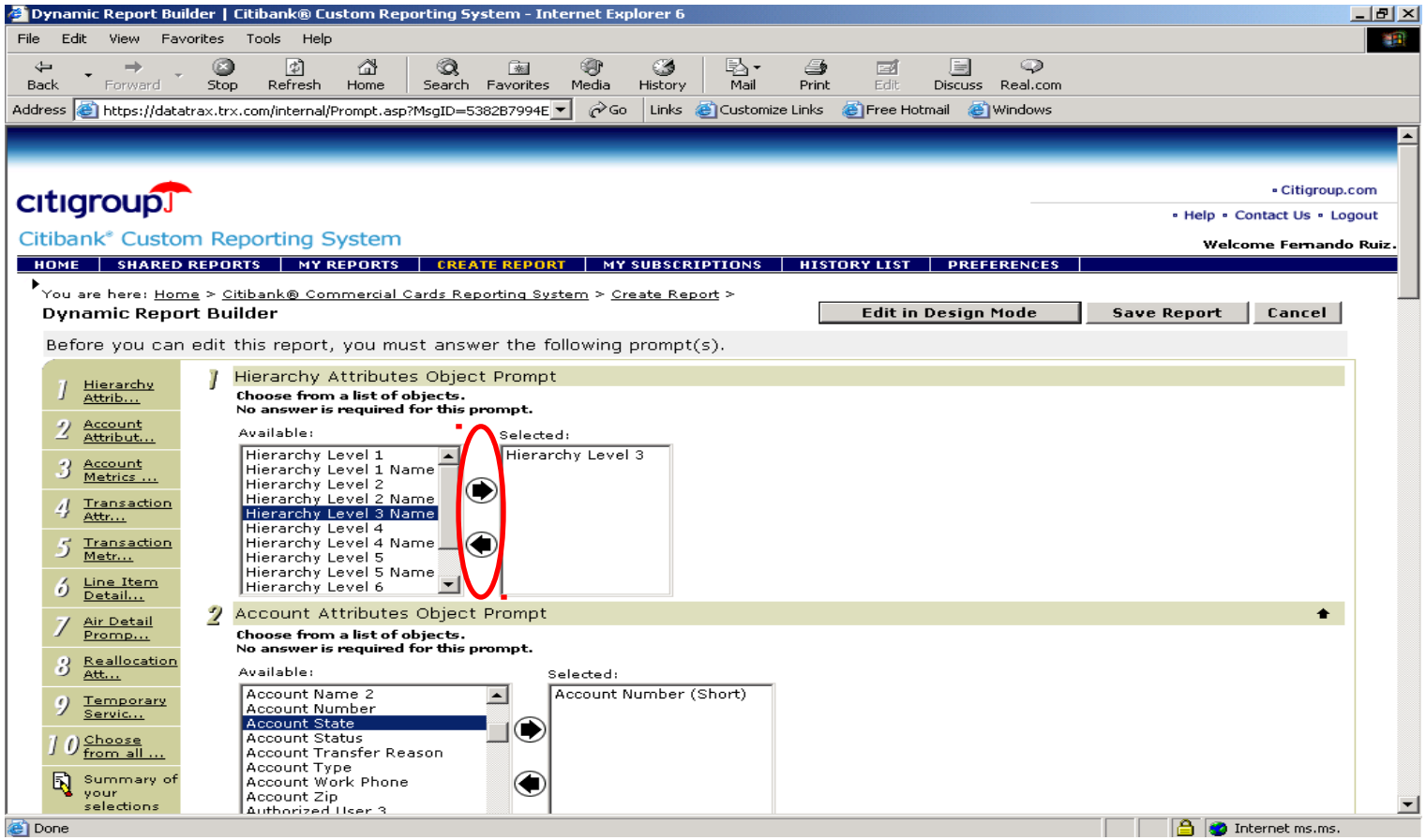
Main Menu Functions

Preferences



Create Report

Dynamic Report Builder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You are here: Home > Citibank® Commercial Cards Reporting System > Create Report >
Dynamic Report Builder
Edit in Design Mode
Save Report
Cancel
Before you can edit this report, you must answer the following prompt(s).
1 Hierarchy Attrib...
2 Account Attribut...
3 Account Metrics ...
4 Transaction Attr...
5 Transaction Metr...
6 Line Item Detail...
7 Air Detail Promp...
8 Reallocation Att...
9 Temporary Servic...
10 Choose from all ...
Summary of your selections
1 Hierarchy Attributes Object Prompt
Choose from a list of objects.
No answer is required for this prompt.
Available:
Hierarchy Level 1
Hierarchy Level 1 Name
Hierarchy Level 2
Hierarchy Level 2 Name
Hierarchy Level 3 Name
Hierarchy Level 4
Hierarchy Level 4 Name
Hierarchy Level 5
Hierarchy Level 5 Name
Hierarchy Level 6
Selected:
Hierarchy Level 3
2 Account Attributes Object Prompt
Choose from a list of objects.
No answer is required for this prompt.
Available:
Account Name 2
Account Number
Account State
Account Status
Account Transfer Reason
Account Type
Account Work Phone
Account Zip
Authorized User 3
Selected:
Account Number (Short)
Done
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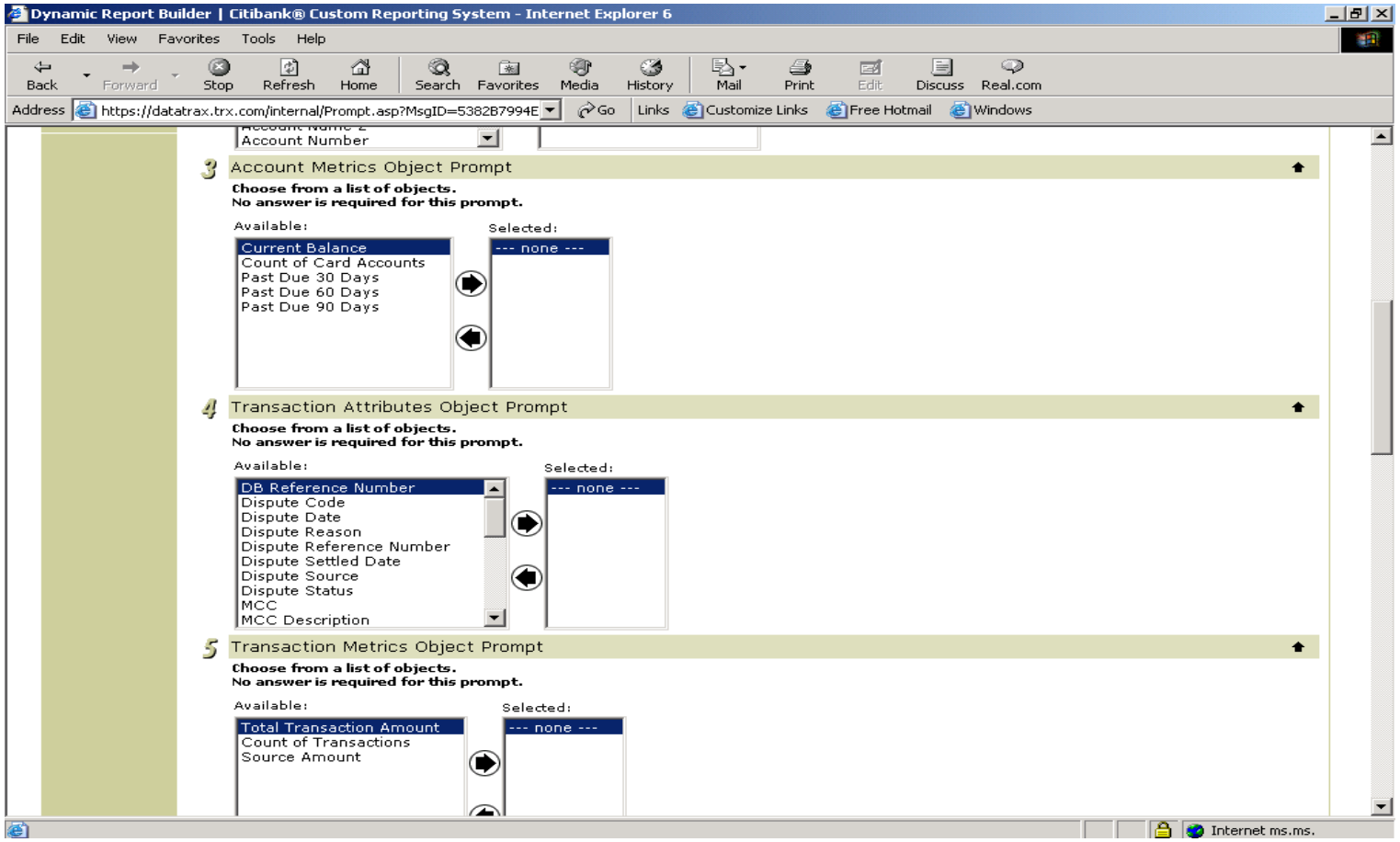
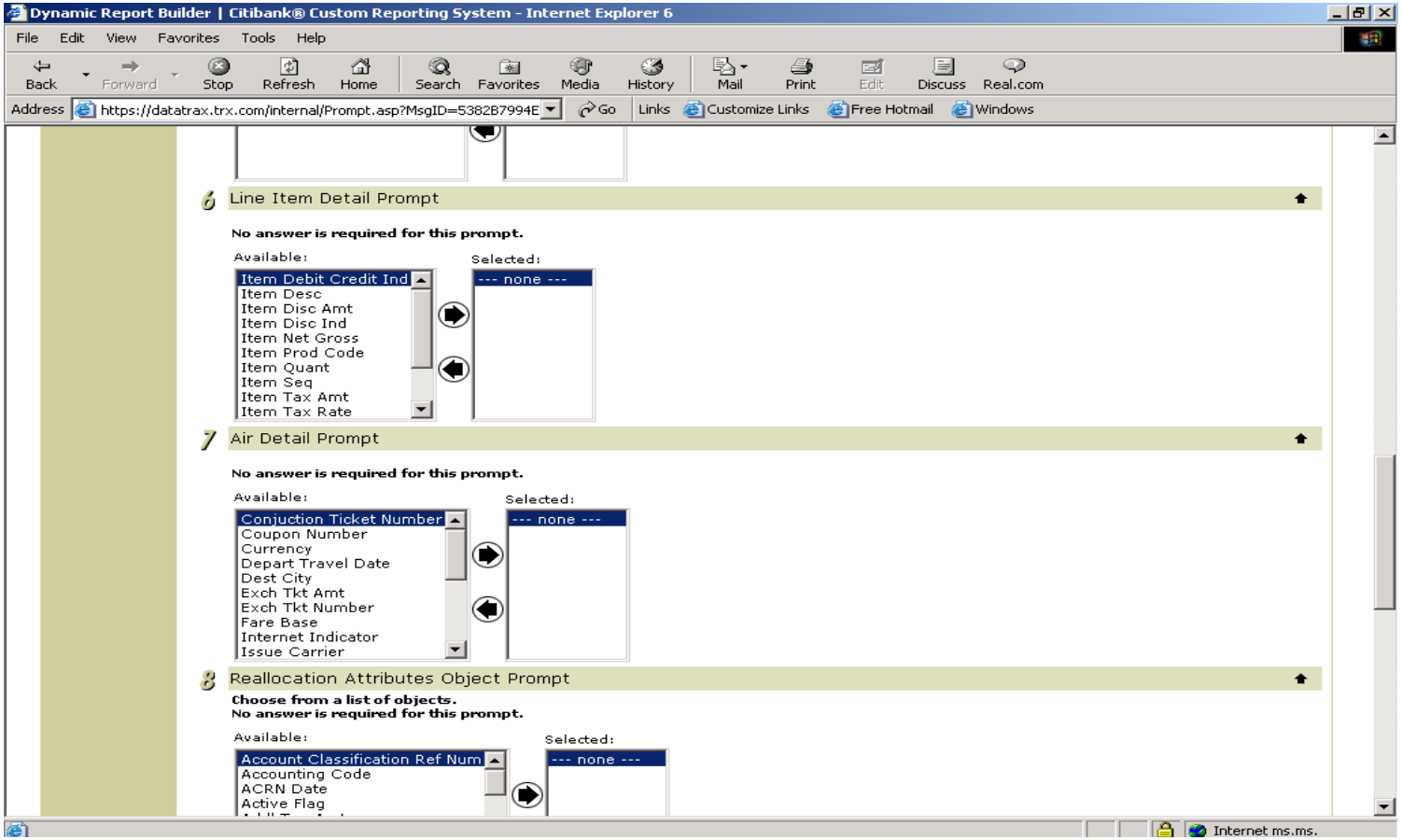
Dynamic Report Builder



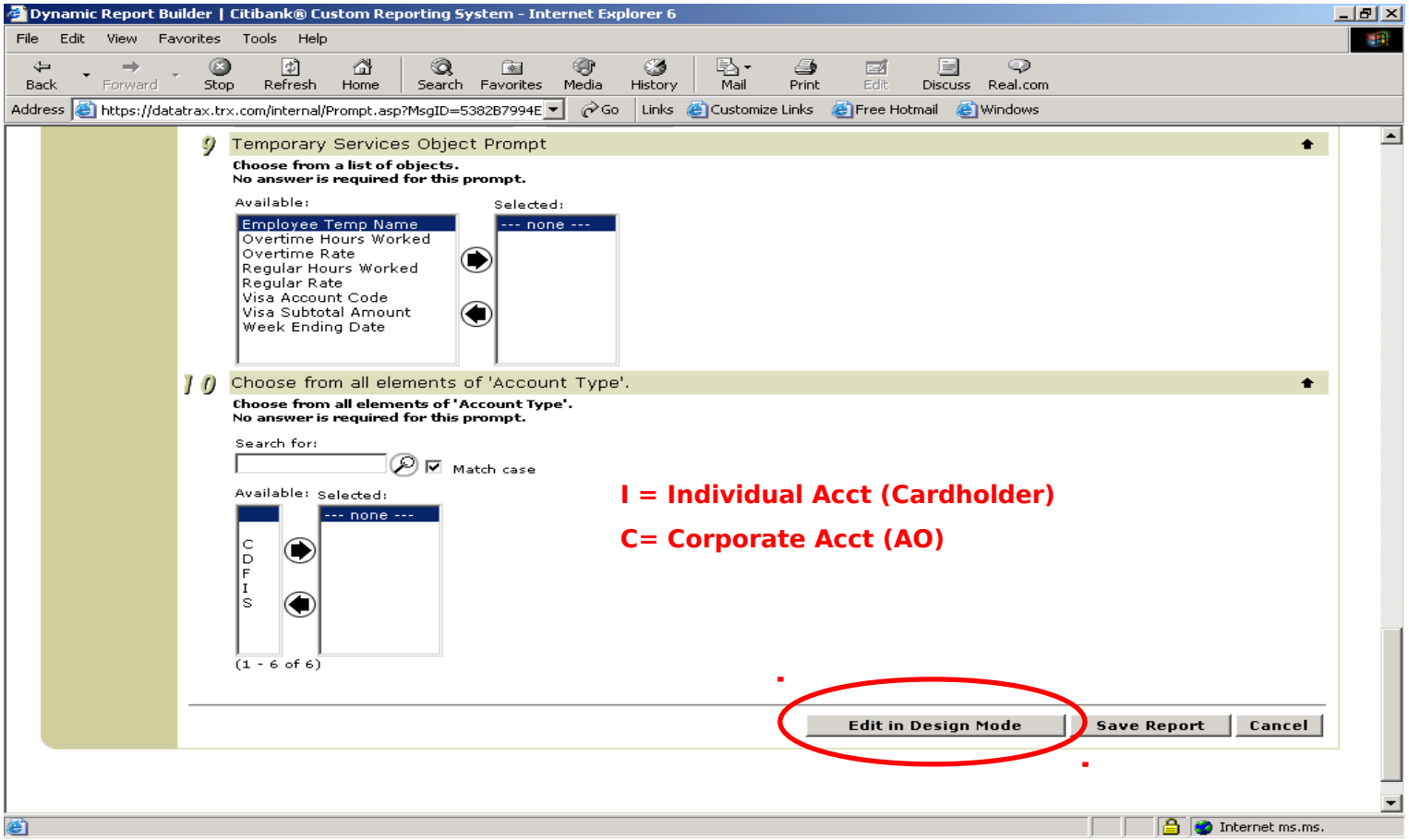
Create Report

Dynamic Report Builder



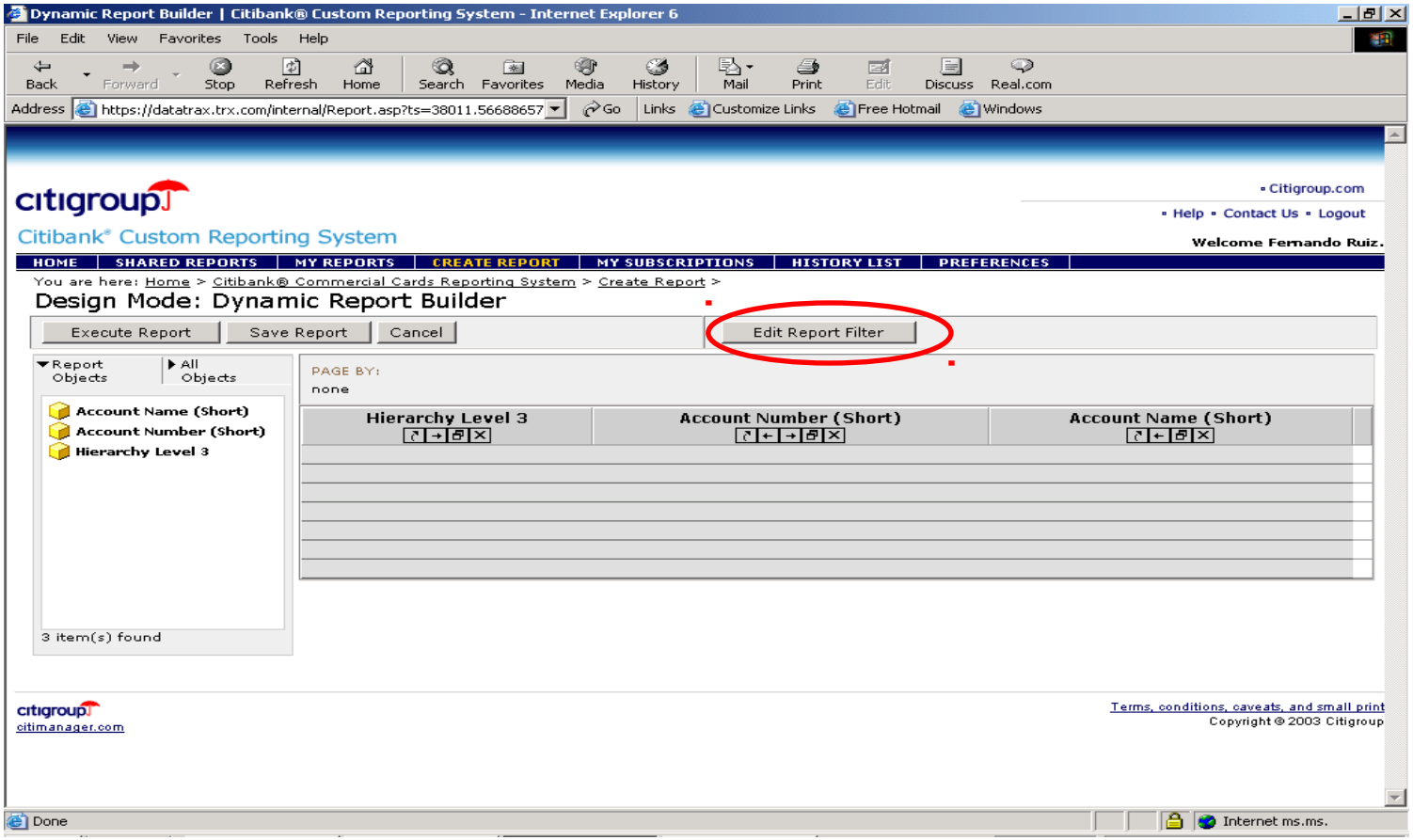
Create Report

Dynamic Report Builder



Create Report

Dynamic Report Builder - Grid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Edit Report Filter
Report Objects
All Objects
Account Name (Short)
Account Number (Short)
Hierarchy Level 3
3 item(s) found
PAGE BY:
none
Hierarchy Level 3
Account Number (Short)
Account Name (Short)
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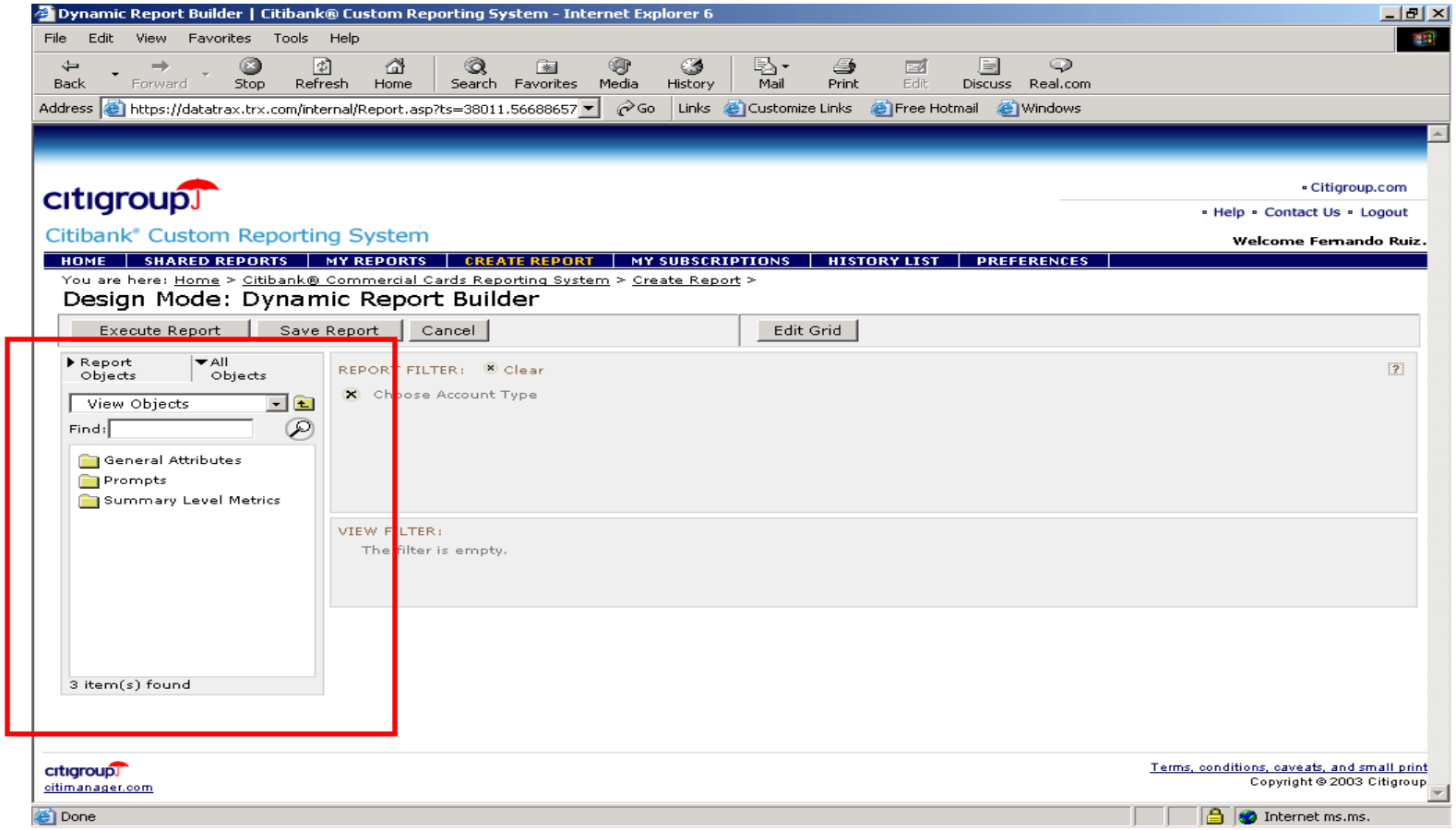
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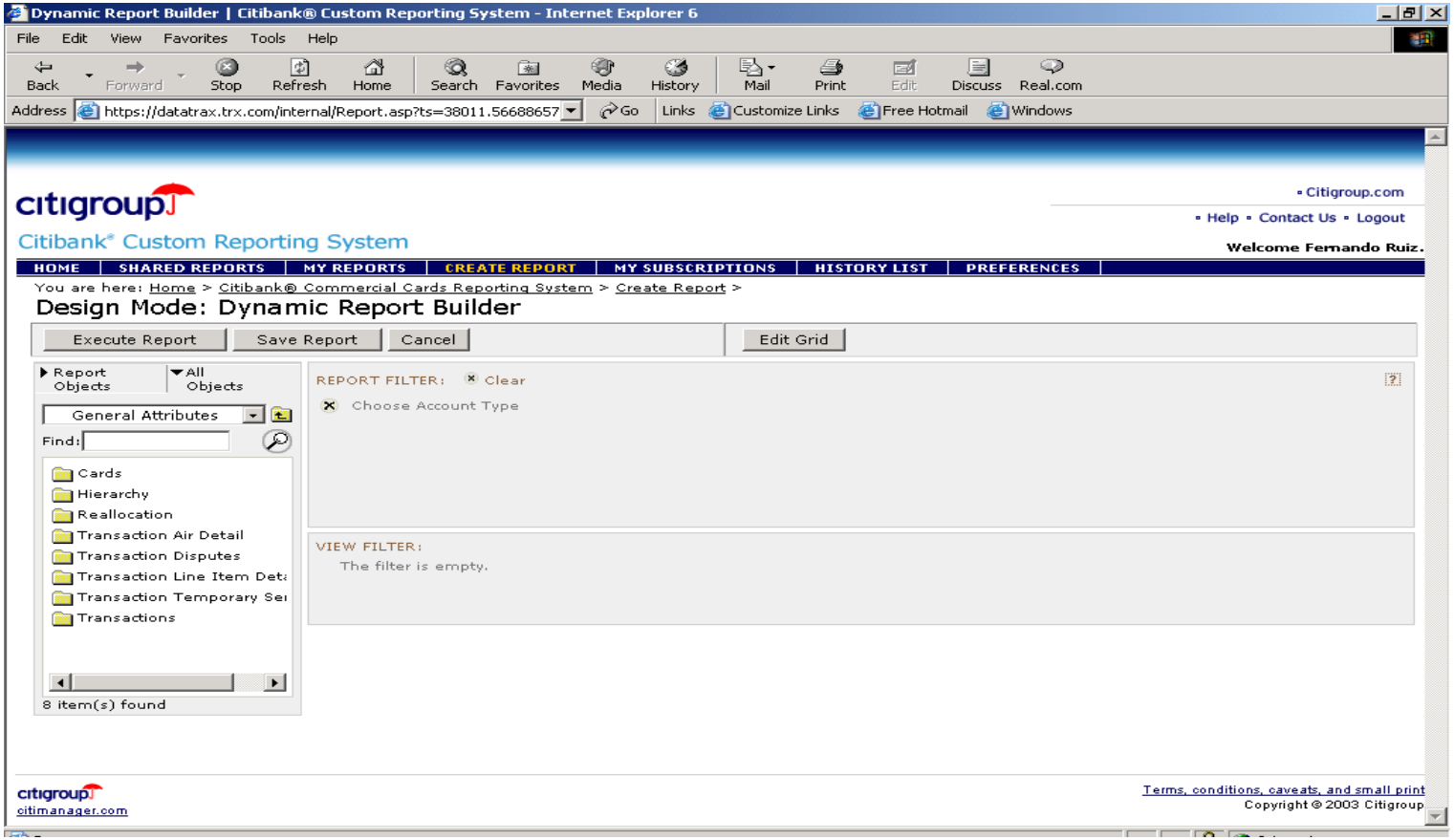
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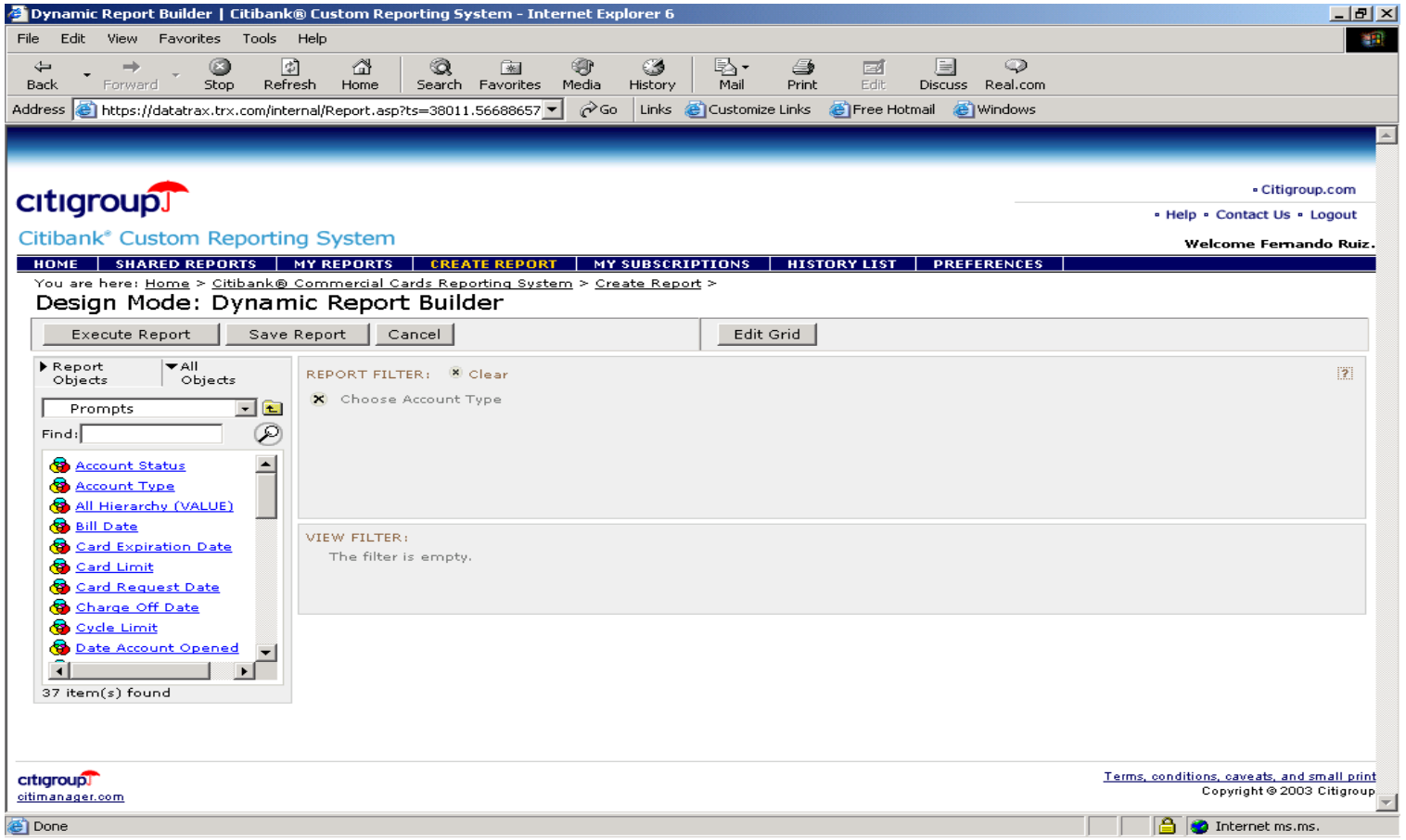
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Card Expiration Date
Card Limit
Card Request Date
Charge Off Date
Cycle Limit
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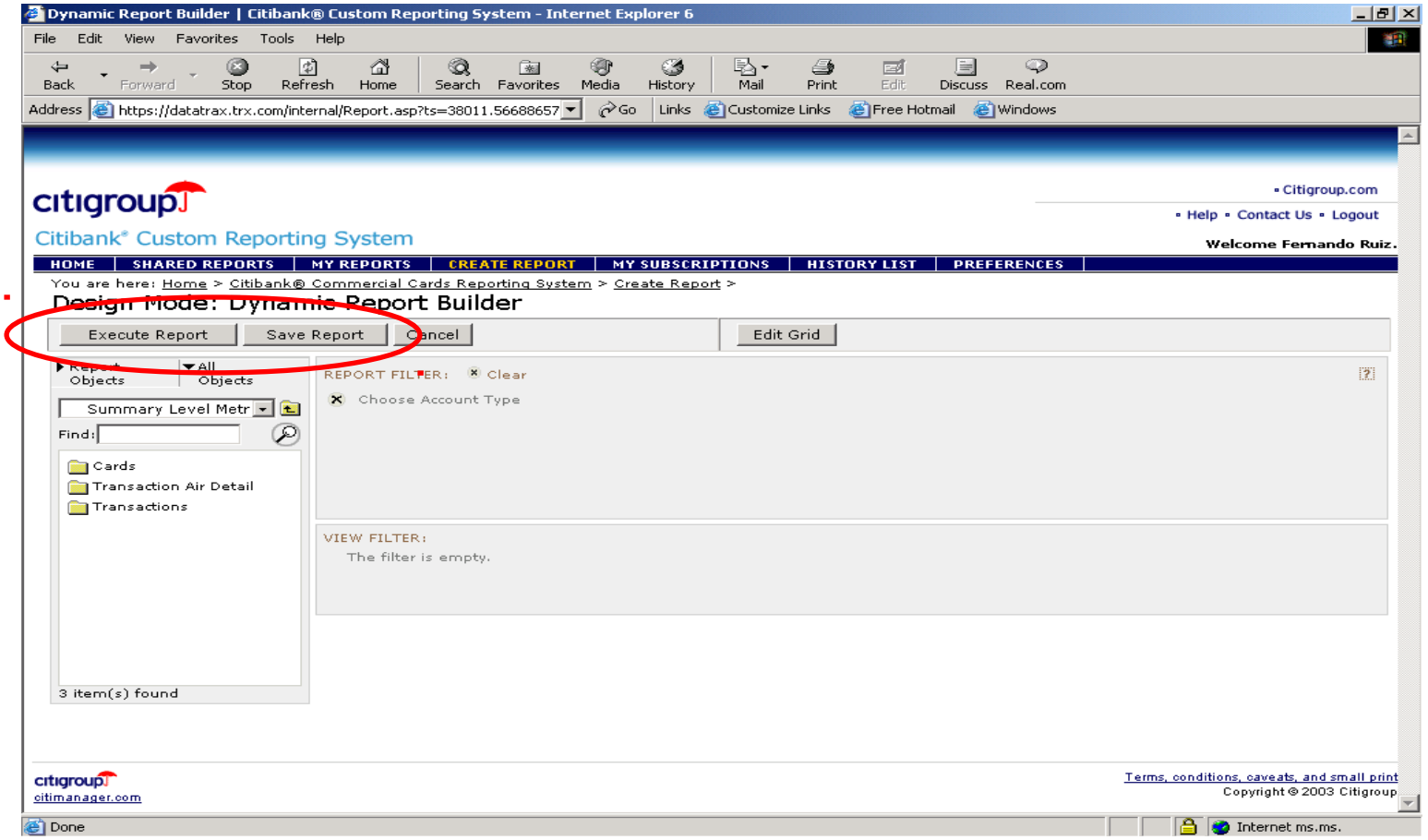
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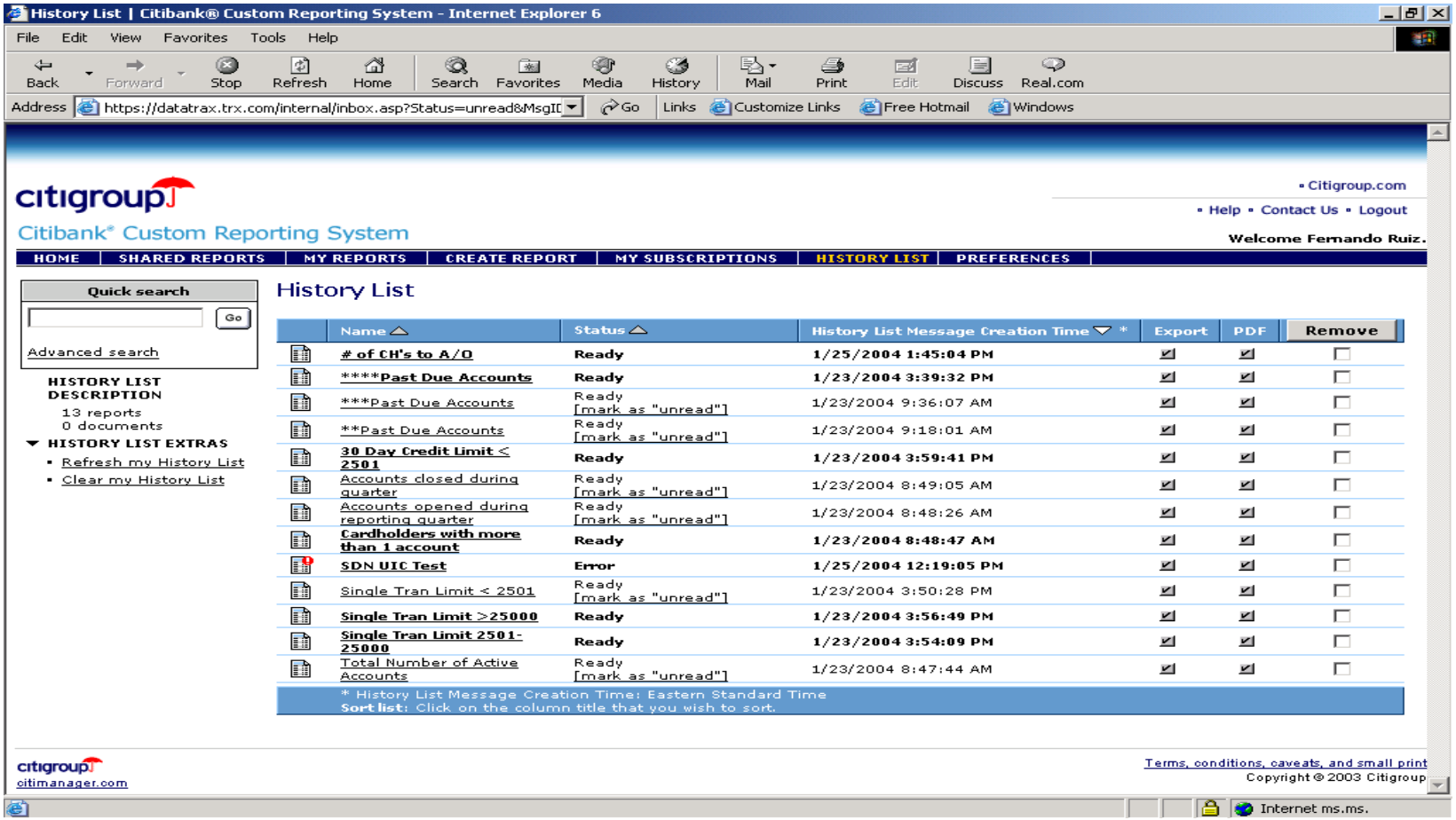
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Name
Status
History List Message Creation Time *
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Remove
# of CH's to A/O Ready 1/25/2004 1:45:04 PM
****Past Due Accounts Ready 1/23/2004 3:39:32 PM
***Past Due Accounts Ready [mark as "unread"] 1/23/2004 9:36:07 AM
**Past Due Accounts Ready [mark as "unread"] 1/23/2004 9:18:01 AM
30 Day Credit Limit < 2501 Ready 1/23/2004 3:59:41 PM
Accounts closed during quarter Ready [mark as "unread"] 1/23/2004 8:49:05 AM
Accounts opened during reporting quarter Ready [mark as "unread"] 1/23/2004 8:48:26 AM
Cardholders with more than 1 account Ready 1/23/2004 8:48:47 AM
SDN UIC Test Error 1/25/2004 12:19:05 PM
Single Tran Limit < 2501 Ready [mark as "unread"] 1/23/2004 3:50:28 PM
Single Tran Limit >25000 Ready 1/23/2004 3:56:49 PM
Single Tran Limit 2501-25000 Ready 1/23/2004 3:54:09 PM
Total Number of Active Accounts Ready [mark as "unread"] 1/23/2004 8:47:44 AM
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Sort list: Click on the column title that you wish to sort.
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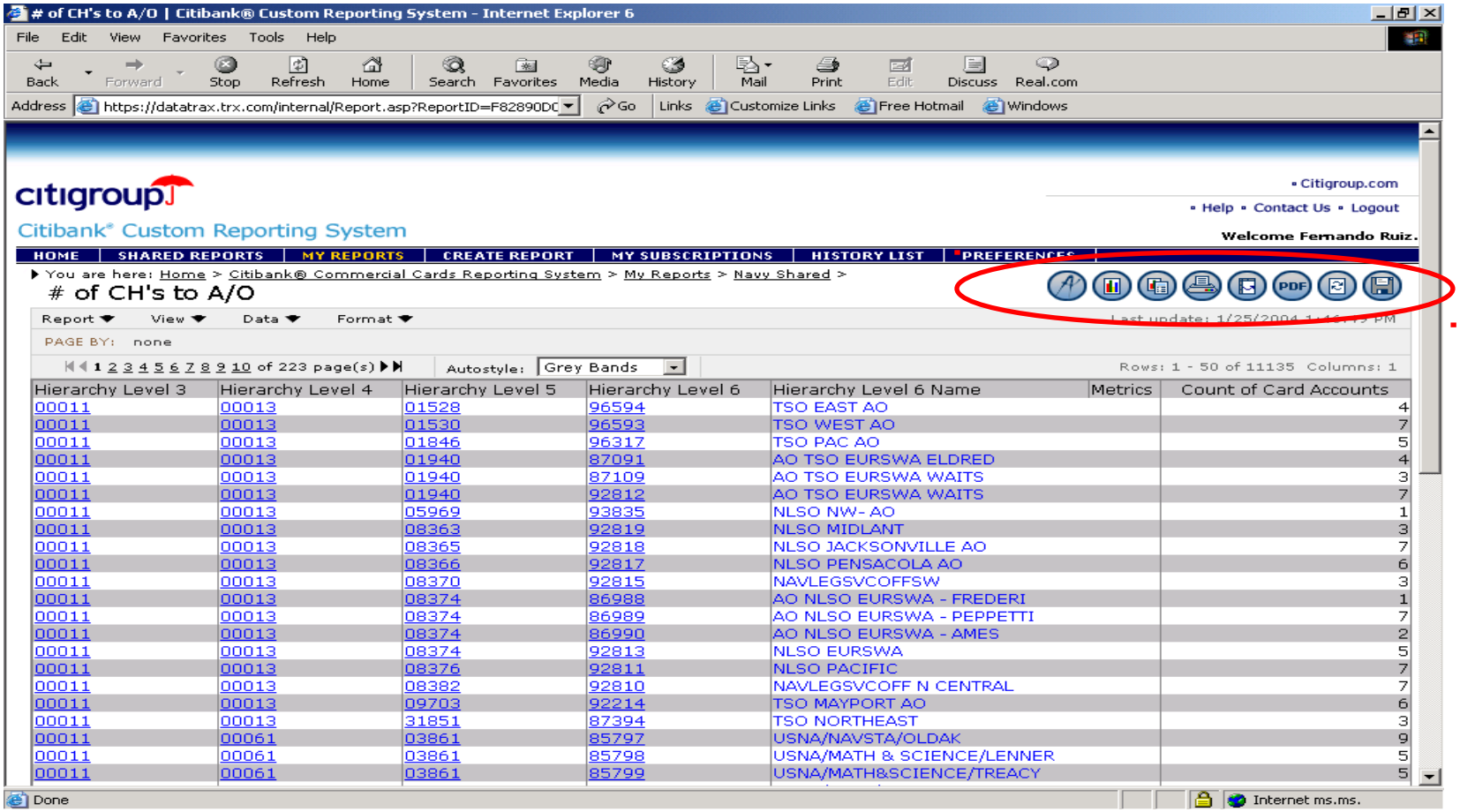
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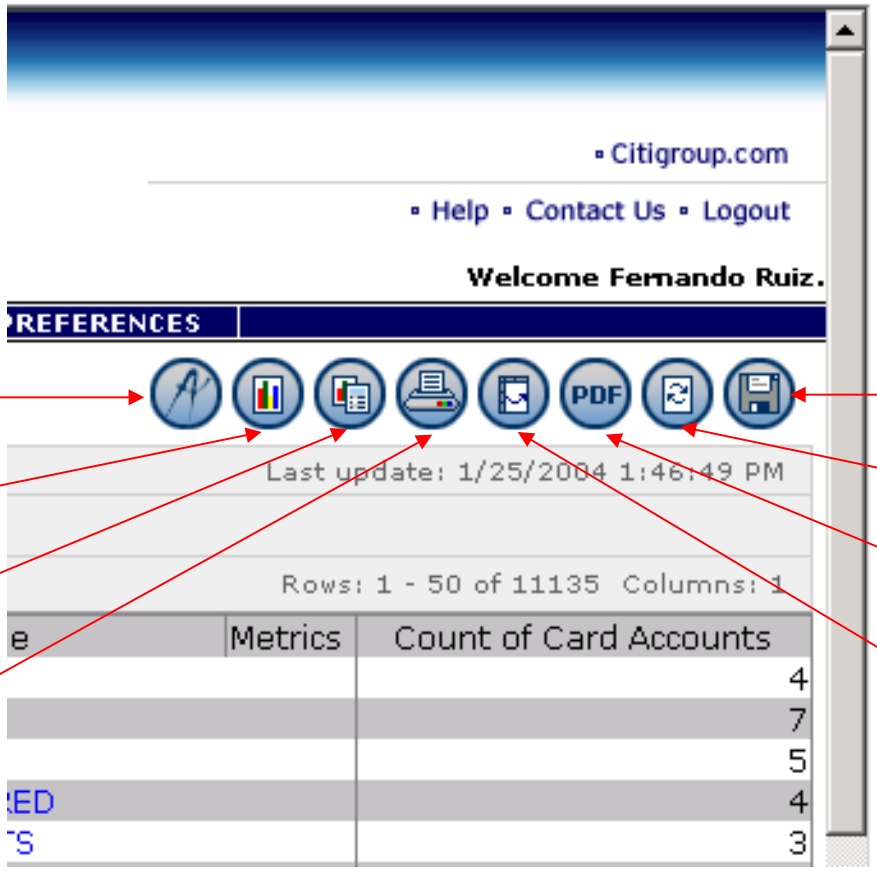
Report View Data Format
PAGE BY: none
1 2 3 4 5 6 7 8 9 10 of 223 page(s)
Autostyle: Grey Bands
Rows: 1 - 50 of 11135 Columns: 1
Done
Internet ms.ms.

Hierarchy Level 3	Hierarchy Level 4	Hierarchy Level 5	Hierarchy Level 6	Hierarchy Level 6 Name	Metrics	Count of Card Accounts
00011	00013	01528	96594	TSO EAST AO		4
00011	00013	01530	96593	TSO WEST AO		7
00011	00013	01846	96317	TSO PAC AO		5
00011	00013	01940	87091	AO TSO EURSWA ELDRED		4
00011	00013	01940	87109	AO TSO EURSWA WAITS		3
00011	00013	01940	92812	AO TSO EURSWA WAITS		7
00011	00013	05969	93835	NLSO NW- AO		1
00011	00013	08363	92819	NLSO MIDLANT		3
00011	00013	08365	92818	NLSO JACKSONVILLE AO		7
00011	00013	08366	92817	NLSO PENSACOLA AO		6
00011	00013	08370	92815	NAVLEGSVCOFFSW		3
00011	00013	08374	86988	AO NLSO EURSWA - FREDERI		1
00011	00013	08374	86989	AO NLSO EURSWA - PEPPETTI		7
00011	00013	08374	86990	AO NLSO EURSWA - AMES		2
00011	00013	08374	92813	NLSO EURSWA		5
00011	00013	08376	92811	NLSO PACIFIC		7
00011	00013	08382	92810	NAVLEGSVCOFF N CENTRAL		7
00011	00013	09703	92214	TSO MAYPORT AO		6
00011	00013	31851	87394	TSO NORTHEAST		3
00011	00061	03861	85797	USNA/NAVSTA/OLDAK		9
00011	00061	03861	85798	USNA/MATH & SCIENCE/LENNER		5
00011	00061	03861	85799	USNA/MATH&SCIENCE/TREACY		5

Report Functions

Action Icons



Design Mode

Display Graph

Display Graph and Grid

Print Report

Save Report

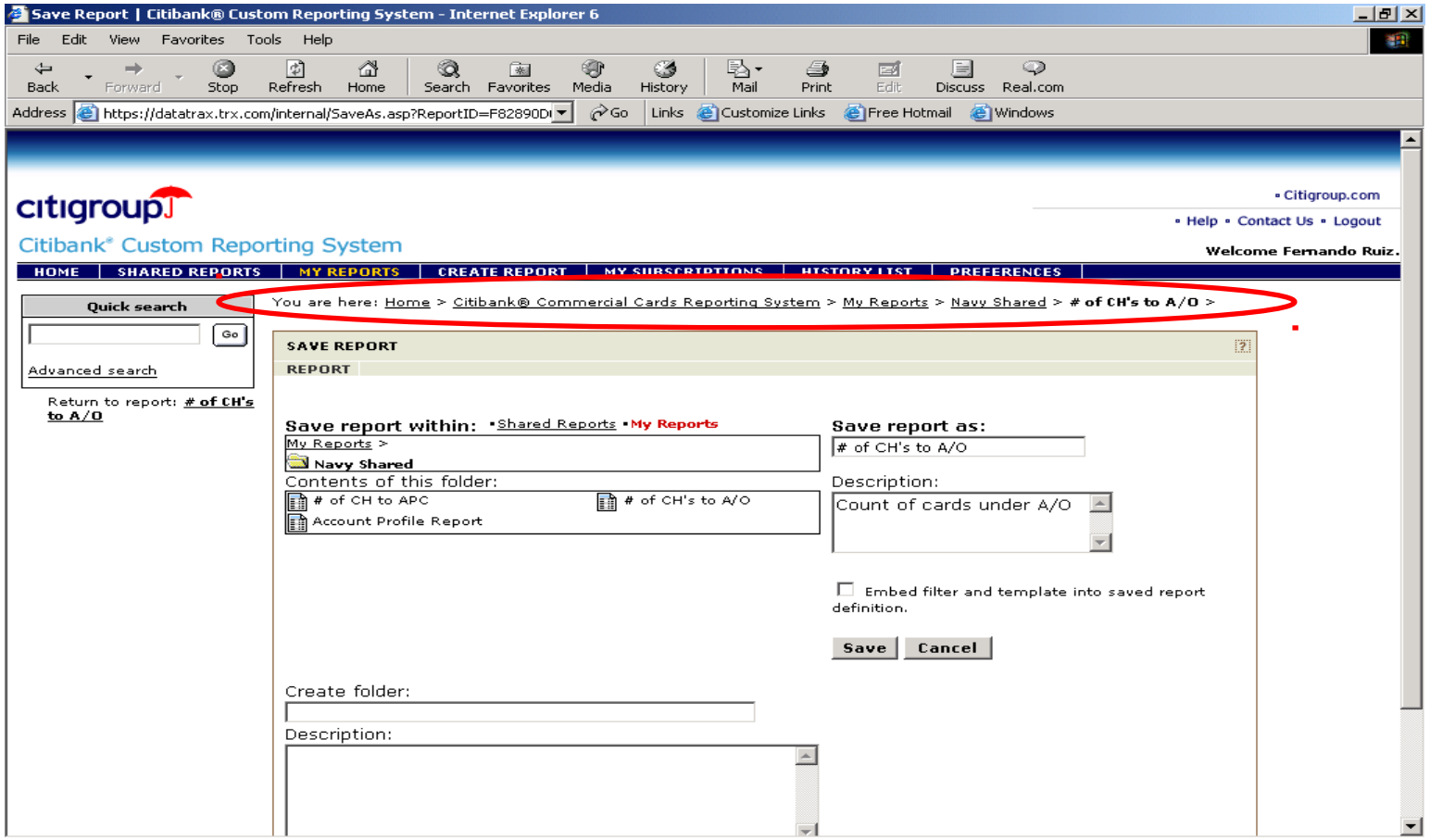
Refresh Data

Download PDF Format

Download Report

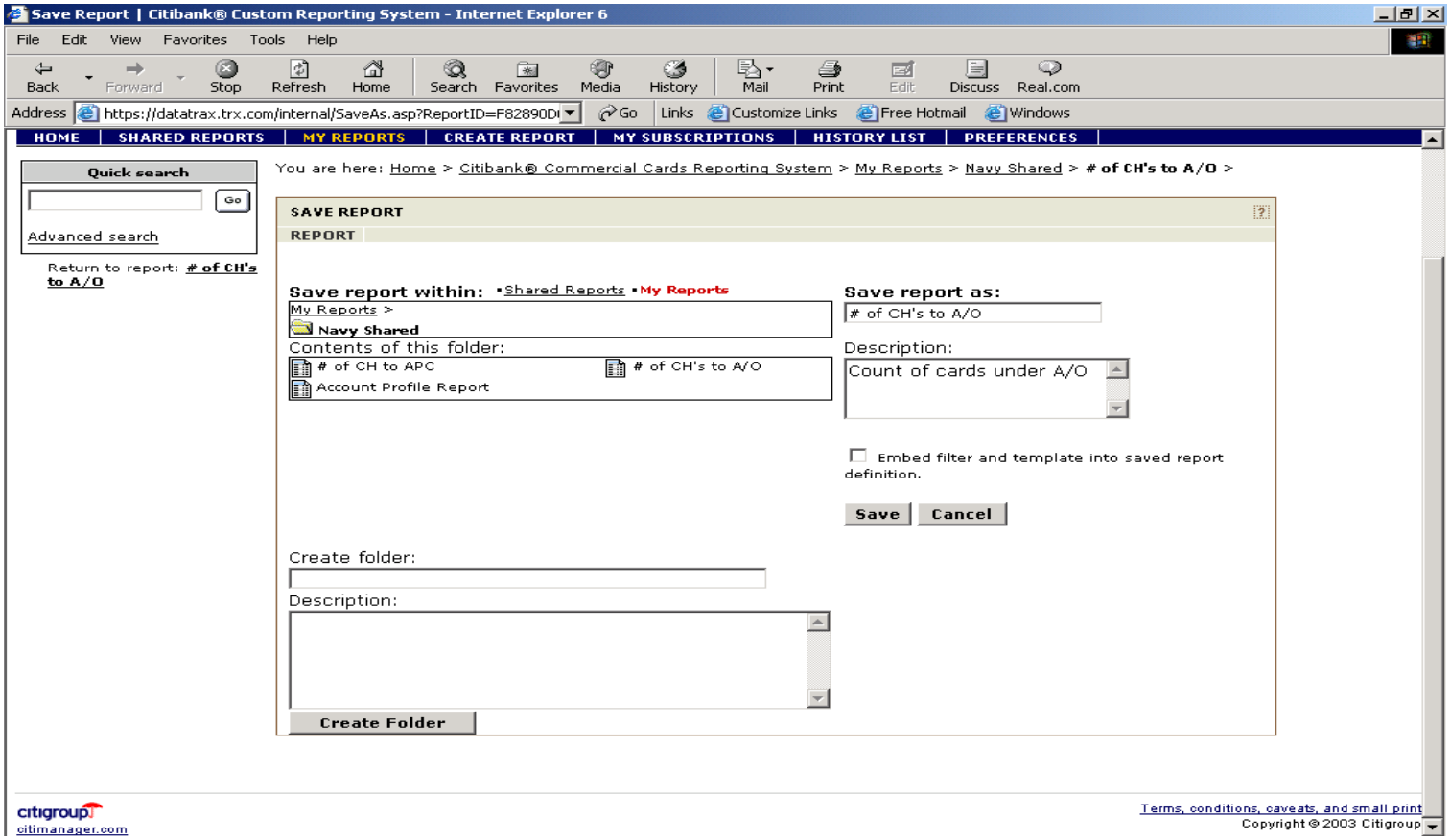
Report Functions

Save Report


Save Report | Citibank® Custom Reporting System - Internet Explorer 6
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites Media History Mail Print Edit Discuss Real.com
Address https://datatrax.trx.com/internal/SaveAs.asp?ReportID=F82890D
Go Links Customize Links Free Hotmail Windows
citigroup
Citibank® Custom Reporting System
Citigroup.com
Help Contact Us Logout
Welcome Fernando Ruiz.
HOME SHARED REPORTS MY REPORTS CREATE REPORT MY SUBSCRIPTIONS HISTORY LIST PREFERENCES
Quick search
Go
Advanced search
Return to report: # of CH's to A/O
You are here: Home > Citibank® Commercial Cards Reporting System > My Reports > Navy Shared > # of CH's to A/O >
SAVE REPORT
REPORT
Save report within: Shared Reports My Reports
My Reports >
Navy Shared
Contents of this folder:
# of CH to APC
# of CH's to A/O
Account Profile Report
Save report as:
# of CH's to A/O
Description:
Count of cards under A/O
Embed filter and template into saved report definition.
Save Cancel
Create folder:
Description:

Report Functions

Save Report


Save Report | Citibank® Custom Reporting System - Internet Explorer 6
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites Media History Mail Print Edit Discuss Real.com
Address https://datatrax.trx.com/internal/SaveAs.asp?ReportID=F82890D
Go Links Customize Links Free Hotmail Windows
HOME | SHARED REPORTS | MY REPORTS | CREATE REPORT | MY SUBSCRIPTIONS | HISTORY LIST | PREFERENCES
Quick search
Go
Advanced search
Return to report: # of CH's to A/O
You are here: Home > Citibank® Commercial Cards Reporting System > My Reports > Navy Shared > # of CH's to A/O >
SAVE REPORT
REPORT
Save report within: • Shared Reports • My Reports
My Reports >
Navy Shared
Contents of this folder:
# of CH to APC
# of CH's to A/O
Account Profile Report
Save report as:
# of CH's to A/O
Description:
Count of cards under A/O
Embed filter and template into saved report definition.
Save
Cancel
Create folder:
Description:
Create Folder
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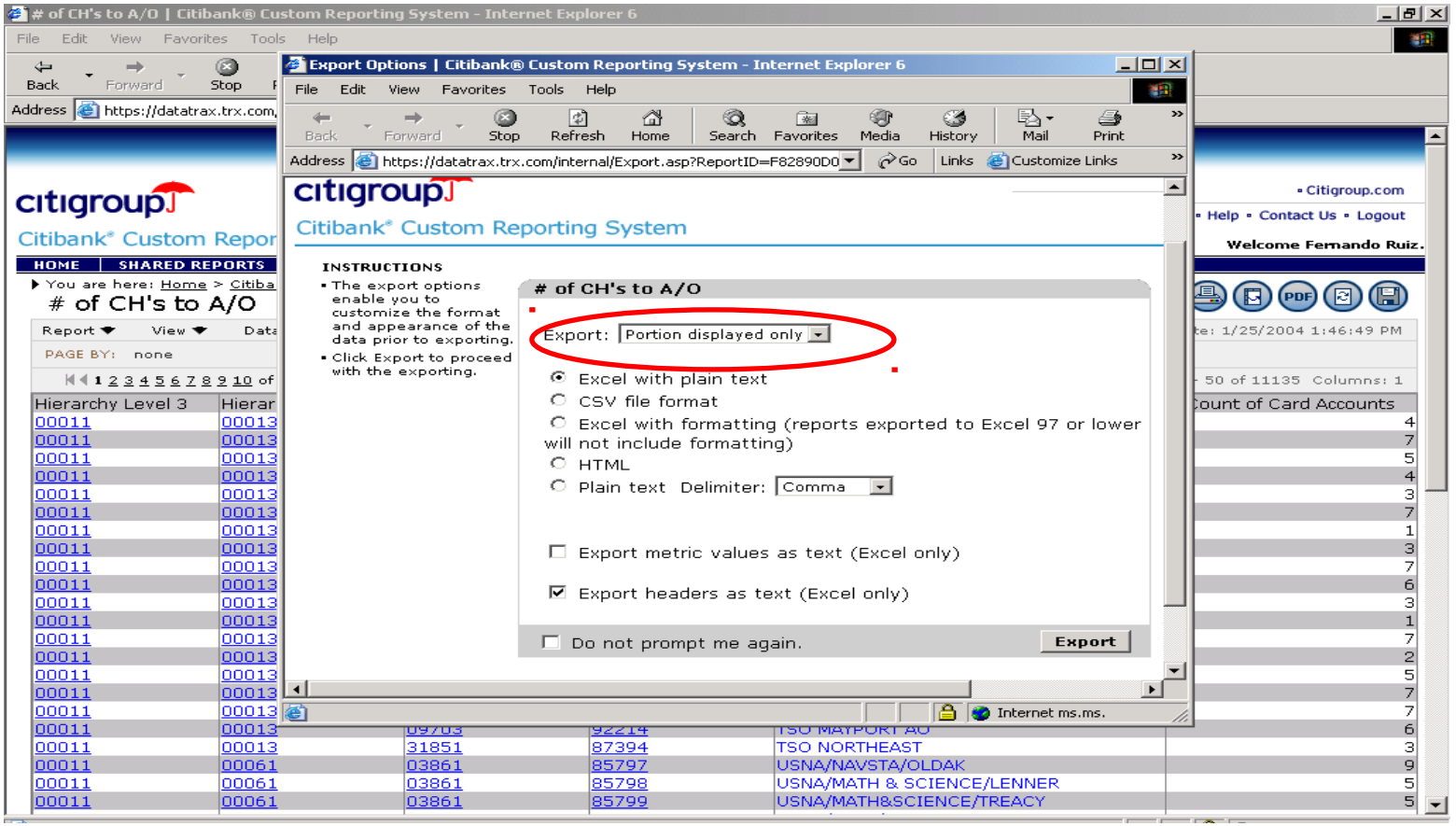
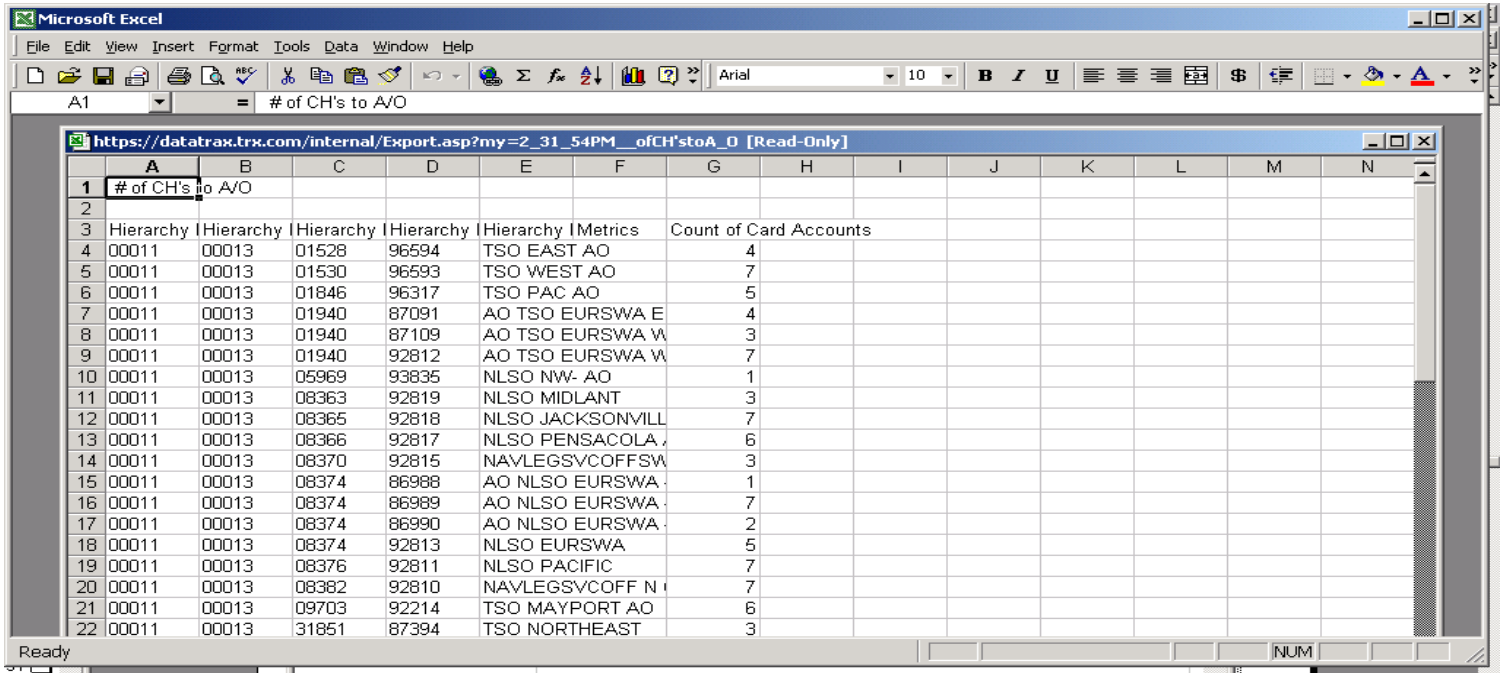
Report Functions

Export Report


Export Options | Citibank® Custom Reporting System - Internet Explorer 6
Citibank® Custom Reporting System
INSTRUCTIONS
The export options enable you to customize the format and appearance of the data prior to exporting.
Click Export to proceed with the exporting.
# of CH's to A/O
Export: Portion displayed only
Excel with plain text
CSV file format
Excel with formatting (reports exported to Excel 97 or lower will not include formatting)
HTML
Plain text Delimiter: Comma
Export metric values as text (Excel only)
Export headers as text (Excel only)
Do not prompt me again.
Export

Report Functions

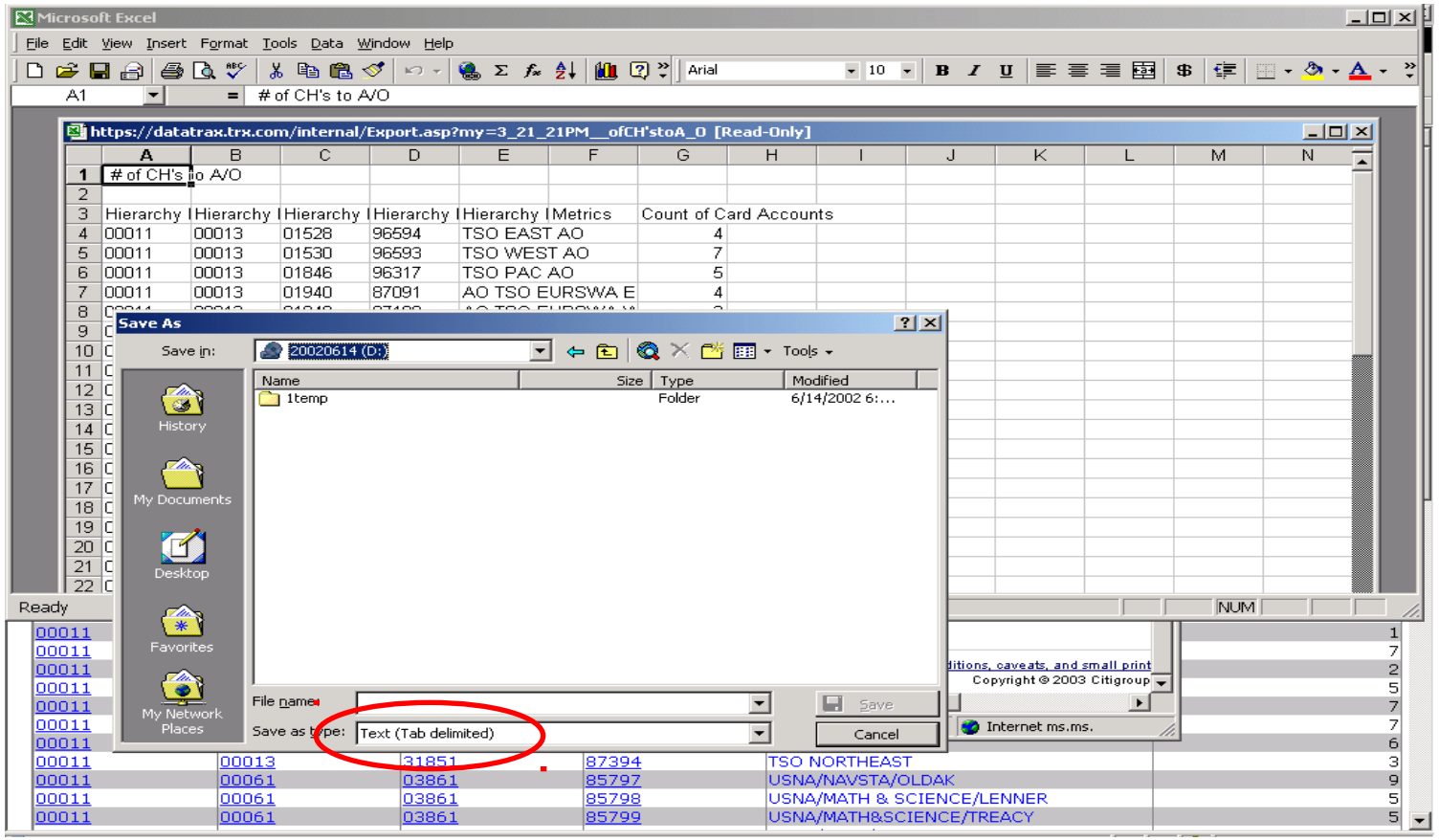
Export Report – Excel Spreadsheet



	A	B	C	D	E	F	G
1	# of CH's to A/O						
2							
3	Hierarchy	Hierarchy	Hierarchy	Hierarchy	Hierarchy	Metrics	Count of Card Accounts
4	00011	00013	01528	96594	TSO EAST AO		4
5	00011	00013	01530	96593	TSO WEST AO		7
6	00011	00013	01846	96317	TSO PAC AO		5
7	00011	00013	01940	87091	AO TSO EURSWA E		4
8	00011	00013	01940	87109	AO TSO EURSWA W		3
9	00011	00013	01940	92812	AO TSO EURSWA W		7
10	00011	00013	05969	93835	NLSO NW- AO		1
11	00011	00013	08363	92819	NLSO MIDLANT		3
12	00011	00013	08365	92818	NLSO JACKSONVILL		7
13	00011	00013	08366	92817	NLSO PENSACOLA		6
14	00011	00013	08370	92815	NAVLEGSVCOFFSW		3
15	00011	00013	08374	86988	AO NLSO EURSWA		1
16	00011	00013	08374	86989	AO NLSO EURSWA		7
17	00011	00013	08374	86990	AO NLSO EURSWA		2
18	00011	00013	08374	92813	NLSO EURSWA		5
19	00011	00013	08376	92811	NLSO PACIFIC		7
20	00011	00013	08382	92810	NAVLEGSVCOFF N		7
21	00011	00013	09703	92214	TSO MAYPORT AO		6
22	00011	00013	31851	87394	TSO NORTHEAST		3

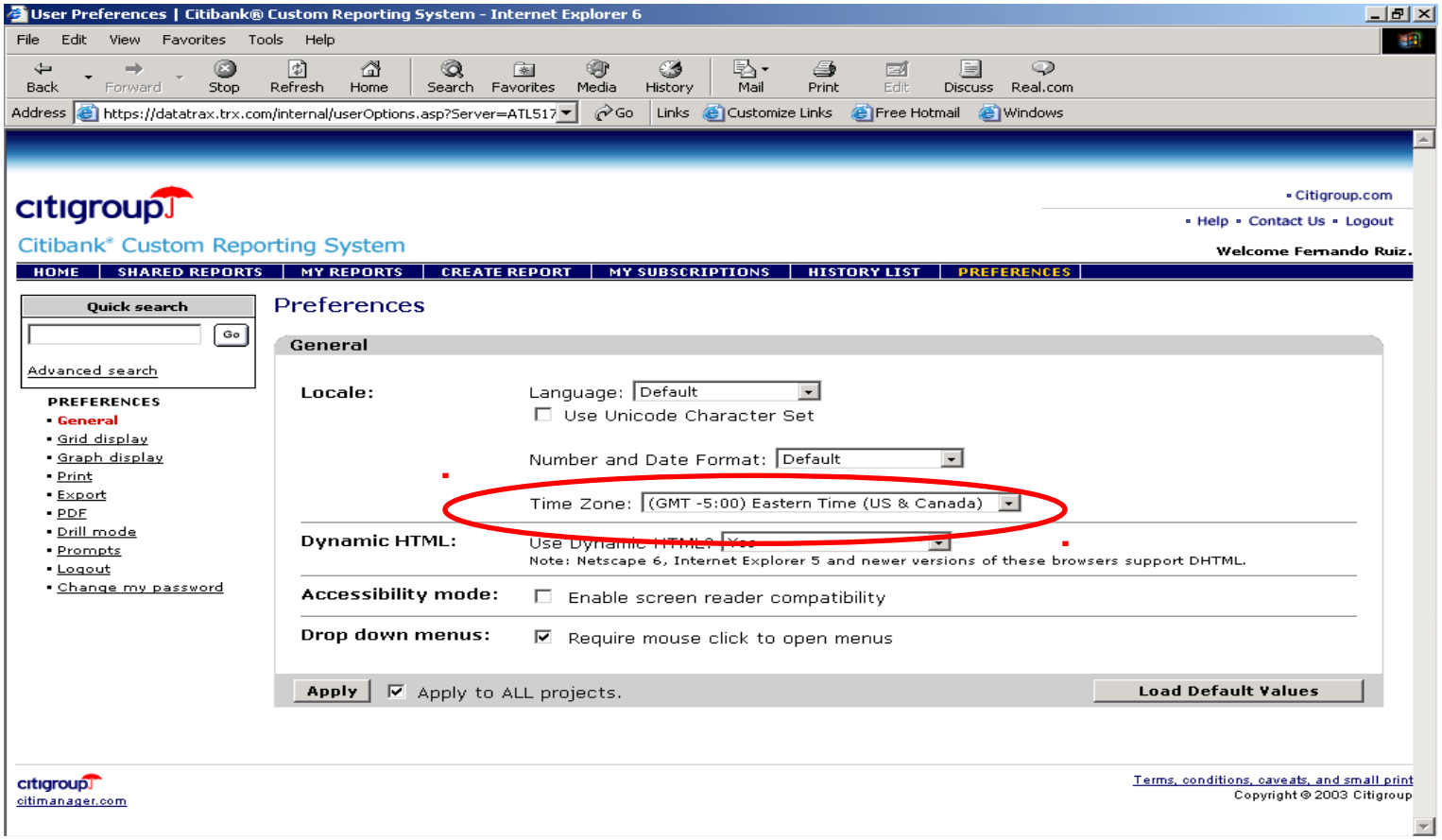
Report Functions

Export Report – Excel Spreadsheet


Microsoft Excel
File Edit View Insert Format Tools Data Window Help
https://datatrax.trx.com/internal/Export.asp?my=3_21_21PM__ofCH'stoA_O [Read-Only]
# of CH's to A/O
Hierarchy Hierarchy Hierarchy Hierarchy Hierarchy Metrics Count of Card Accounts
00011 00013 01528 96594 TSO EAST AO 4
00011 00013 01530 96593 TSO WEST AO 7
00011 00013 01846 96317 TSO PAC AO 5
00011 00013 01940 87091 AO TSO EURSWA E 4
Save As
Save in: 20020614 (D:)
Name Size Type Modified
1temp Folder 6/14/2002 6:...
History
My Documents
Desktop
Favorites
My Network Places
File name:
Save as type: Text (Tab delimited)
Save
Cancel
Ready
NUM
00011 00013 31851 87394 TSO NORTHEAST 3
00011 00061 03861 85797 USNA/NAVSTA/OLDAK 9
00011 00061 03861 85798 USNA/MATH & SCIENCE/LENNER 5
00011 00061 03861 85799 USNA/MATH&SCIENCE/TREACY 5

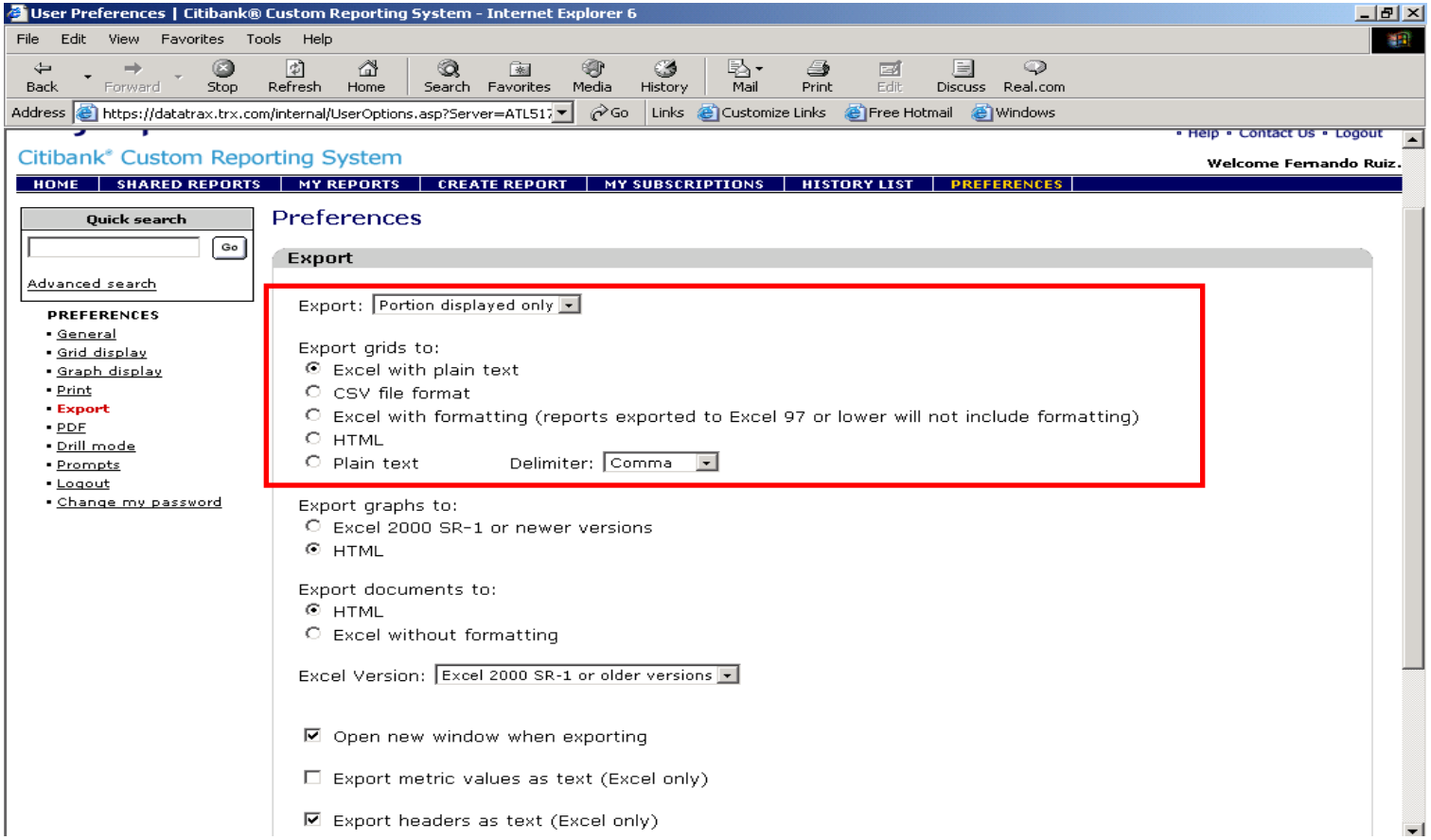
Preferences

General – Time Zone



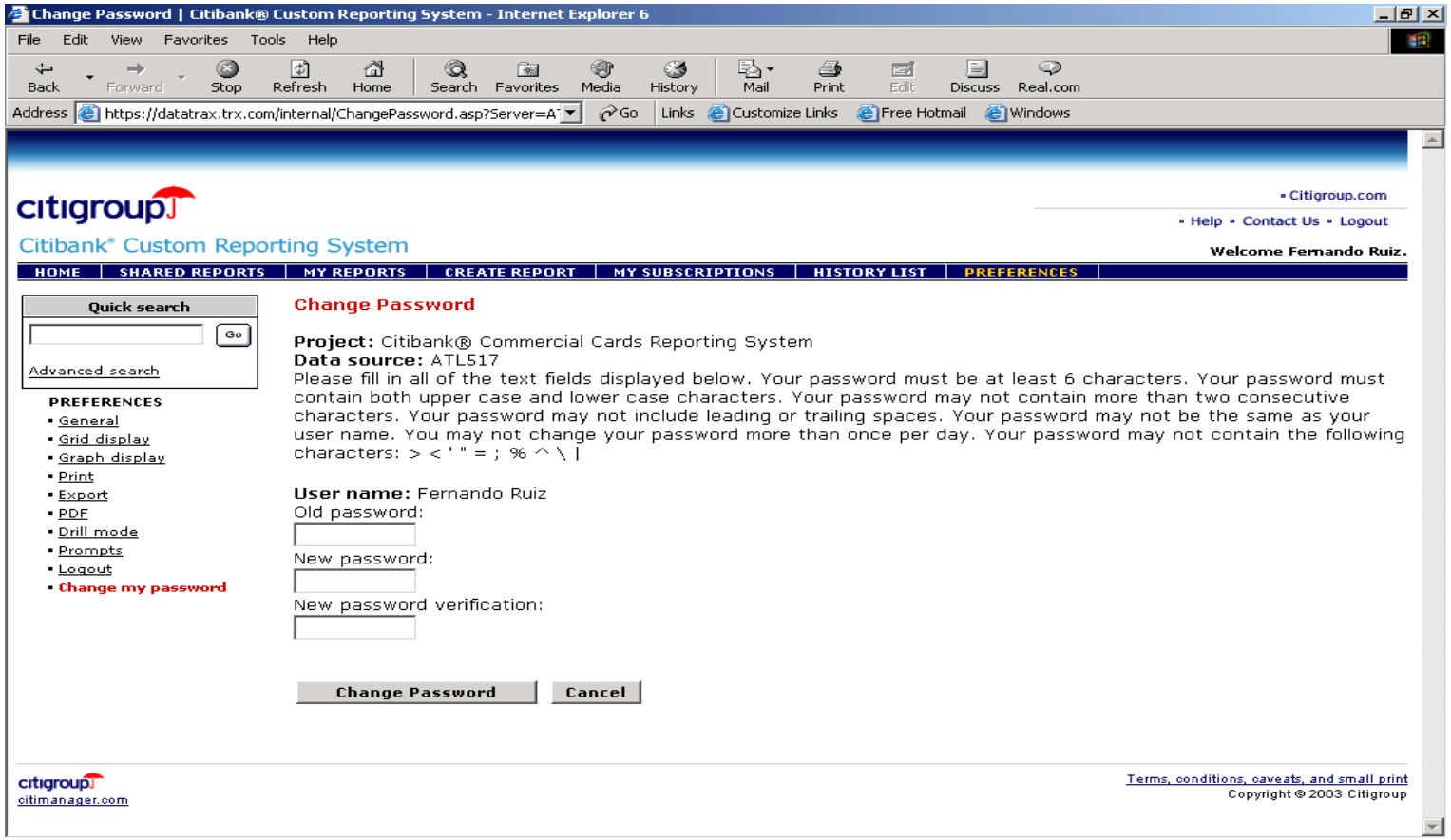
Preferences

Export



Preferences

Password Change


Change Password | Citibank® Custom Reporting System - Internet Explorer 6
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites Media History Mail Print Edit Discuss Real.com
Address https://datatrax.trx.com/internal/ChangePassword.asp?Server=A
Go Links Customize Links Free Hotmail Windows
citigroup
Citibank® Custom Reporting System
Citigroup.com
Help Contact Us Logout
Welcome Fernando Ruiz.
HOME SHARED REPORTS MY REPORTS CREATE REPORT MY SUBSCRIPTIONS HISTORY LIST PREFERENCES
Quick search
Go
Advanced search
PREFERENCES
General
Grid display
Graph display
Print
Export
PDF
Drill mode
Prompts
Logout
Change my password
Change Password
Project: Citibank® Commercial Cards Reporting System
Data source: ATL517
Please fill in all of the text fields displayed below. Your password must be at least 6 characters. Your password must contain both upper case and lower case characters. Your password may not contain more than two consecutive characters. Your password may not include leading or trailing spaces. Your password may not be the same as your user name. You may not change your password more than once per day. Your password may not contain the following characters: > < ' " = ; % ^ \ |
User name: Fernando Ruiz
Old password:
New password:
New password verification:
Change Password
Cancel
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